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SAN FRANCISCO  
BOARD OF SUPERVISORS  
GOVERNMENT EFFICIENCY  
AND LABOR COMMITTEE  
MINUTES

This volume includes Calendars and Budget Analyst Memoranda.  
Minutes of the meetings in this volume are not available.



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2/3/93

## CALENDAR

### REGULAR MEETING OF GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, FEBRUARY 3, 1993 - 10:00 A.M.

Room 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, KAUFMAN, BIERMAN

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

### CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Economic and Social Policy Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 94-92-11. [Grant - State Funds] Resolution authorizing the Public Utilities Commission/Bureau of Energy Conservation to apply for, accept and expend funds of up to \$100,000 available from the California Energy Commission for emergency energy preparedness activities; this amount is comprised of salaries and wages \$50,373, benefits and overhead \$44,077, other expense \$2,800 and includes a fifty percent indirect ("Overhead") cost of \$31,483; providing for ratification of action previously taken. (Public Utilities Commission)
  - (b) File 146-92-15.3. Request to consider release of reserved funds, Department of Public Health, in the amount of \$880,760, for Ryan White Comprehensive AIDS Resources Emergency (CARE) Disaster Relief grant. (Supervisor Migden)
  - (c) File 68-93-1. [Juvenile Justice/Delinquency Prevention Grant] Resolution authorizing the Mayor of the City and County of San Francisco to apply for accept and expend funds in the amount of \$3,738 made available through the Office of Criminal Justice Planning for a project entitled "1992/93 JJDP Planning Grant" and agreeing to provide cash match in the amount of \$3,738. (Mayor)
  - (d) File 68-93-2. [1992 State Realignment] Resolution authorizing the Mayor's Criminal Justice Council of the City and County of San Francisco to apply for, accept and expend funds totalling \$857,969 from State Realignment funds for the 1992/93 "County Justice System Subvention Program" (CJSSP); providing allocations; designating program coordinator; placing \$240,575 (\$171,593 of unallotted funds and \$68,982 of working reserve) in reserve; and waiving any indirect cost. (Mayor)

- (e) File 68-93-3. [Federal Funding – Emergency Shelter Grants Program] Resolution approving the 1993 Emergency Shelter Grants Program and expenditure schedule and authorizing the Mayor on behalf of the City and County of San Francisco to apply for, accept, and expend a \$289,000 entitlement under the Emergency Shelter Grants Program from the U.S. Department of Housing and Urban Development. (Mayor)
- (f) File 146-93-1. [Grant – State Funds] Resolution authorizing the Department of Public Health, Central Administration, to accept and expend a grant of \$29,445, which includes indirect costs in the amount of \$2,945, based on ten percent of the total award from the State Department of Health Services, to provide health education materials, supplies, and travel costs for health administrative and technical staff; providing for ratification of action previously taken. (Department of Public Health)
- (g) File 146-93-2. [Grant – State Funds] Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for a grant of \$48,700, which includes indirect costs in the amount of \$2,700, based on twenty percent of salaries from State Emergency Medical Services Authority, for the development of Uniform Prehospital Treatment Guidelines. (Department of Public Health)
- (h) File 146-93-4. [Grant – Federal] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$11,462,925 from the Health Resources and Services Administration to continue funding the Ryan White Comprehensive AIDS Resources Emergency (CARE) Title I Formula Disaster Relief Grant; waiving indirect costs. (Health Department)
- (i) File 147-93-1. [Grant – State Funds] Resolution authorizing the City Librarian to apply for funds not to exceed \$50,000 available through the California State Library from Title III of the Library Services and Construction Act for the creation of online Chinese Language Bibliographic Records for the Fiscal Year 1993/94. (Public Library)
- (j) File 148-93-1. [Grant – State Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend grant fundings in the amount of \$49,875 from the State of California, Resources Agency for providing direct costs in the North of Market Street Central Freeway Corridor. (Department of Public Works)
- (k) File 153-93-1. [Federal Challenge Grant] Resolution authorizing the Department of Social Services to apply for, accept and expend a Federal Challenge Grant from the State Department of Social Services, Office of Child Abuse Prevention in an amount of \$896.83 to provide child abuse and neglect prevention and intervention services in Fiscal Year 1993-94; granting the department's request for a waiver of the City's indirect costs and authorizing the General Manager of the Department of Social Services to sign the application/assurance form. (Department of Social Services)

ACTION:

## REGULAR CALENDAR

2. File 174-91-1. [Civil Service System Reform Advisory Committee] Resolution creating the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors. (Supervisors Kennedy, Alioto, Achtenberg)

(Continued from Administration & Oversight Committee 12/8/92)

ACTION:

3. File 47-92-8. [Vallejo Street Garage Lease] Ordinance approving and adopting Vallejo Street garage legal documents and authorization for management agreement. (Department of Parking and Traffic)

ACTION:

4. File 97-92-71. [Awards Program] Ordinance amending Administrative Code by adding Section 10.109-11, relating to the establishment and administration of the Department of Electricity and Telecommunications Awards Fund. (Department of Electricity and Telecommunications)

ACTION:

5. File 172-92-21. [Lease Agreement] Resolution supporting the concepts of an expanded partnership between the San Francisco Recreation and Park Commission and the San Francisco Zoological Society whereby the society shall operate and manage the zoo. (Recreation and Park Department) FISCAL IMPACT

ACTION:

6. File 65-93-1. [Lease of Property] Resolution confirming lease to State of California of certain land on Moccasin Creek, Tuolumne County, California, for fish hatchery. (Real Estate Department)

ACTION:

7. File 65-93-2. [Approval of Lease of Property] Ordinance approving lease with Crowley Marine Services Inc. for occupancy of Pier 54 controlled by the San Francisco Port Commission. (Port)

ACTION:

8. File 93-93-1. [Memorandum of Understanding - Police] Resolution ratifying Memorandum of Understanding with the San Francisco Police Officers' Association. (Employee Relations Division)

ACTION:

9. File 105-93-1. [Benefits for Harbor Police Officers] Ordinance approving the provision of salary, health benefits and other terms and conditions of employment equal to those provided to Q2 Police Officers to the unrepresented classification 9350 Harbor Police Officers who sign a waiver regarding the 1990-91 wage freeze. (Employee Relations Division)

ACTION:

### LITIGATION:

10. File 45-92-70. [Settlement of Litigation] Authorizing settlement of attorney fee litigation for services performed in 1991 in Stone, et al., v. City and County of San Francisco, et al. (City Attorney) (U.S. District Court No. C78-2774 WHO)

ACTION:

11. File 45-92-71. [Settlement of Litigation] Ordinance authorizing settlement of litigation of First Federal Savings and Loan Association against the City and County of San Francisco by payment of \$45,881.37. (City Attorney) (Superior Court No. 943-701)

ACTION:

12. File 45-92-72. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Elena Maggin v. City and County of San Francisco, et al by payment of \$7,000. (City Attorney) (Superior Court No. 939-040)

ACTION:

13. File 45-92-73. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Carlos Cordon v. Casey, et al against the City and County of San Francisco by payment of \$20,000. (City Attorney) (U.S. District Court No. C91-4215 RHS)

ACTION:

14. File 45-92-74. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Austin Louis Wilson against the City and County of San Francisco by payment of \$6,018.90. (City Attorney) (U.S. District Court No. C92-0986 EFL)

ACTION:

15. File 45-92-75. [Settlement of Litigation] Ordinance authorizing settlement of litigation of R. Michael Rappoport v. City and County of San Francisco, et al by payment of \$15,000. (City Attorney) (Superior Court)

ACTION:

16. File 48-92-25. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Farmers Insurance Group by payment of \$10,438.61. (City Attorney)

ACTION:

17. File 48-92-26. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Wharfside One, dba Sheraton at Fisherman's Wharf by payment of \$116,310.47. (City Attorney)

ACTION:

18. File 48-93-1. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Neale Storm by payment of \$25,000. (City Attorney)

ACTION:

19. File 48-93-2. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Natividad Taguiam by payment of \$13,500. (City Attorney)

ACTION:





## BOARD OF SUPERVISORS

## BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 1, 1993

**TO:** Government Efficiency and Labor Committee

**FROM:** Budget Analyst

**SUBJECT:** February 3, 1993 Governmental Efficiency and Labor Committee Meeting

Item 1a - File 94-92-11

**Department:** Public Utilities Commission (PUC)

**Item:** Resolution authorizing the Public Utilities Commission (PUC)/Bureau of Energy Conservation to apply for, accept and expend funds of up to \$100,000 from the California Energy Commission for emergency energy preparedness activities including indirect costs of \$31,483 and providing for ratification of action previously taken.

**Grant Amount:** Up to \$100,000

**Grant Period:** January 1993 to December 1994 (24 month period)

**Source of Funds:** State of California Energy Commission's Local Government Contingency Planning Grant Program.

**Project:** Preparation of Local Energy Shortage Response Plan (LESRP)

**Description:** The requested funds will be used by the PUC's Bureau of Energy Conservation to prepare an emergency energy preparedness plan for all City departments and City-provided services, which will be known as the Local Energy Shortage Response Plan (LESRP). The PUC Bureau of Energy Conservation (BEC) will coordinate its emergency energy plan preparation with the Mayor's Office of Emergency Services (MOES) to ensure that this proposed Plan will be consistent

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Memo to Government Efficiency & Labor Committee  
February 3, 1993 Government Efficiency & Labor Committee Meeting

and compatible with the City's existing Master Emergency Plan. BEC will identify energy needs of public services, assign priorities for access to limited emergency energy resources, and find energy conservation measures that can be implemented to reduce the impacts of energy supply disruptions. Another program objective will be to ensure reliable energy supplies to the City's emergency command and disaster assistance centers.

Grant funds will cover salary and overhead expenses for an Assistant Energy Specialist to serve as project manager for the two-year grant period from January 1993 through December 1994, as well as office materials and supplies, printing, travel, and other expenses directly related to this project. The BEC's grant application proposes that the City make an in-kind contribution to this project in the form of staffing time from the Bureau's manager and secretary/office manager, as well as personnel from the MOES and other City departments as needed. Total in-kind staff time contribution will be worth \$49,830. If the BEC is awarded less than the requested \$100,000, project staffing will be adjusted accordingly, or additional funding may be sought from alternative sources.

**Project Budget:**

Personnel

Class 5604, Assistant Energy Specialist, Step I	
\$1,261 BWPP x 52.2 PP x 76.527 percent of time	\$50,373
Class 1888, Manager, Bureau of Energy Conservation, Step V, \$2,672 BWPP x 52.2 PP x 12.5 percent of time	17,435
Class 1446, Secretary II, Step V, \$1,401 BWPP x 52.2 PPs x 12.5 percent of time	9,141
Mandatory Fringe Benefits @ 25 percent	19,238
Bureau of Energy Overhead	<u>16,610</u>
 Total Personnel Costs	 \$112,797
 City Indirect Costs, 50 percent of State funded salaries and mandatory fringe benefits for Class 5604, Assistant Energy Specialist (\$50,373 + \$12,593 x 50 percent)	   31,483
 Travel *	  2,750

\* Travel costs include eight quarterly in-state trips at \$205 per trip (\$50 - ground or air travel, \$80 - hotel, and \$75 - meals) for a total of \$1,640 to meet with other jurisdictions' project managers and/or State grant program managers. In addition, the project director would make one such trip per year for a total of \$410 (2 years x \$205 per trip) and \$700 for local travel based on 2,800 miles x \$0.25 per mile over the 24 month period.

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**BUDGET ANALYST**



Memo to Government Efficiency & Labor Committee  
February 3, 1993 Government Efficiency & Labor Committee Meeting

Other Direct Expenses	
Materials and Supplies	\$400
Technical Meeting/Seminars/ Conferences	900
Subscriptions/Publications	200
Printing (650 documents x \$2.00 per document)	<u>1,300</u>
Subtotal	<u>2,800</u>
Total Project Cost	\$149,830

**Required Match:** In-kind staff contributions up to \$50,000 (50 percent of grant)

**Application Due Date:** October 30, 1992

**Indirect Costs:** \$31,483

- Comments:**
1. As noted above and in the attachment, the application due date was October 30, 1992. The PUC reports that the application for the State grant has already been submitted. The proposed legislation includes language in both the body and title stating that the resolution would provide for ratification of action, previously taken.
  2. The proposed resolution identifies only \$97,250 of the proposed \$100,000 grant amount in the description of grant components on lines 6 and 7 of page 1. The proposed resolution should be amended on line 6 after the phrase "benefits and overhead \$44,077," with the phrase "travel \$2,750," (\$97,250 plus \$2,750 equals \$100,000).
  3. Mr. John Deakin of the PUC Bureau of Energy Conservation advises that the Assistant Energy Specialist position is an already existing position within the PUC's 1992-93 budget.
  4. Attached is a Grant Application Summary, as prepared by the PUC, for this State grant.
  5. A Disability Checklist is contained in the file.

**Recommendation:** Amend the proposed resolution by adding the phrase "travel \$2,750," on line 6 of Page 1 after the phrase "benefits and overhead \$44,077", and approve the proposed resolution as amended.

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**BUDGET ANALYST**

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PUC/ Bureau of Energy Conservation

Contact Person: Richard Engel or John F. Deakin Telephone: (415) 864-6915

Project Title: Local Energy Shortage Response Planning

Grant Source: California Energy Commission

Proposed (New / ~~Continuation~~) Grant Project Summary:

During the past year, the Bureau of Energy Conservation has represented the City and County of San Francisco in the State of California's local government energy contingency planning pilot program. Bureau staff and consultants provided at State expense have worked together to develop an emergency energy preparedness plan for the City's Water Department, with the intention of using the completed plan as a model for a comprehensive plan to apply to all departments and City-provided services.

The requested grant funds will be used to prepare such a comprehensive plan, which will be known as the Local Energy Shortage Response Plan (LESRP). The Bureau will work with the Mayor's Office of Emergency Services (MOES) to ensure that this plan is consistent and compatible with the City's existing master Emergency Plan. The Bureau will identify energy needs of public services, assign priorities for access to limited emergency energy resources, and find energy conservation measures that can be implemented to reduce the impacts of energy supply disruptions. Another program objective will be to ensure reliable energy supplies to the City's emergency command and disaster assistance centers.

Amount of Grant Funding Applied for: \$100,000

Maximum Funding Amount Available: \$100,000

Required Matching Funds: none -- application offers \$50,000 in-kind (staff time)

Number of Positions Created and Funded: one FTE (approx.)

Amount to be Spent on Contractual Services: \$0

Will Contractual Services be put out to Bid? n/a

Term of Grant: January 1993 - December 1994

Date Department Notified of Available funds: April 1992

Application Due Date: October 30, 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

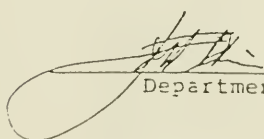
#### WHAT PROJECTS MAY BE FUNDED

The planned project must accomplish one (or a combination) of the following actions:

1. Develop a comprehensive Local Energy Shortage Response Plan where one does not already exist.
2. Update, revise or expand the scope of all or part of an existing Local Energy Shortage Response Plan.

This may include, but not be limited to, updating or expanding the scope to include all energy types, integrating an otherwise isolated energy emergency response plan into the jurisdiction's broader emergency response plans, or some combination of these and other actions. Some possible examples are:

- Developing lines of communication necessary to determine potential local impacts of a disruption and coordinating an effective response.
  - Establishing emergency energy demand reduction measures specific to the local jurisdiction.
  - Preparing public information programs to provide advice to the public during an energy supply disruption.
  - Developing emergency fuel acquisition plans which correspond to the activation of the state's Petroleum Fuels Set-Aside Program.
  - Preparing to address the potential economic impacts to low-income households which might occur in the event of rapidly escalating energy prices.
3. Test the Local Energy Shortage Response Plan and train key energy emergency response personnel in the use of the plan.

  
\_\_\_\_\_  
Department Head Approval



Item 1b File 146-92-15.3

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Release of reserved funds, in the amount of \$880,760, for the  
Ryan White Comprehensive AIDS Resources Emergency  
(CARE) Disaster Relief grant.

**Amount:** \$880,760

**Source of Funds:** U. S. Department of Health and Human Services (DHHS) -  
Ryan White Comprehensive AIDS Resources Emergency  
(CARE) Disaster Relief grant

**Description:** The Board of Supervisors previously authorized the DPH to  
accept and expend a continuation CARE Disaster Relief  
grant in the amount of \$14,661,192. However, a total of  
\$1,270,000 was placed on reserve pending the selection of  
eight project contractors, information regarding contract  
budget details, and the MBE/WBE status of the contractors.  
These grant funds provide assistance to localities that are  
disproportionately affected by the AIDS epidemic. The Board  
of Supervisors has previously released \$459,202 of the  
\$1,270,000 in reserve funds, leaving a balance of \$810,798  
still on reserve. Mr. Tim Piland of the DPH advises that the  
Department erroneously requested the release of \$880,760.  
The actual amount requested by the Department for release  
from reserve is the \$810,798. remaining balance.

The DPH reports that the \$810,798 would be used to pay for  
four contracts, two Memorandum of Understandings (MOUs)  
and one grant, as follows:

**Contracts:**

<b>Professional Management Development Corporation</b>	<b>\$110,828</b>
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This contractor is responsible for the operation of the  
AIDS Drug Program which provides HIV-related drugs  
to low-income, non-Medi-Cal-eligible persons with  
AIDS who have a physician's prescription.  
Additionally, the contractor will also be responsible in  
FY 1992-93 for the development of policies, procedures  
and customized computer software aimed at the  
decentralization of the program. Decentralization of  
the program would permit program clients to fill

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medical prescriptions at their local neighborhood pharmacy instead of only at the San Francisco General Hospital pharmacy, as is currently the case. In connection with the planned decentralization, the contractor will also conduct a pilot program involving designated high-utilization neighborhood pharmacies. The contractor will serve approximately 600-700 unduplicated clients and will perform approximately 5,500 prescription transactions.

The DPH reports that the 1992-93 contract with Professional Management Development Corporation, a non-profit agency, represents the continuation of a sole source agreement. The DPH has entered into a sole source agreement with this agency because of its unique expertise in connection with the services provided and in order to maintain continuity of services. The term of the contract is March 1, 1993 to June 30, 1993. The contract budget is detailed below:

Personnel

Program Director (0.24 FTE)	\$17,142	
Pharmacist Manager (0.04 FTE)	3,429	
Operations Manager (0.09 FTE)	3,429	
Fringe Benefits	<u>4,608</u>	
Subtotal - Personnel		\$28,608

Operating Expenses

Advertising/Promotion	\$46,100	
Accounting Services	9,000	
Computer System Maintenance	900	
Software Modification	3,685	
Data Processing	12,000	
Shipping and Handling (pharmaceuticals)	1,800	
Legal Services	<u>8,735</u>	
Subtotal - Operating Expenses		<u>82,220</u>
Total		\$110,828

**Coming Home Hospice** **\$25,476**

This contractor will provide probate conservatorship services for indigent persons with complex medical and psychiatric needs resulting from AIDS dementia. Specifically, the agency will provide 200 units of service to 10 unduplicated clients. Each unit of service is defined as one hour of conservatorship services consisting of care management/legal services.

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The DPH advises that the Coming Home Hospice, a non-profit agency, was selected on a sole source basis, due to the agency's unique expertise and the need to maintain continuity in the services provided. The term of the contract is January 1, 1993 to June 30, 1993. The contract budget is detailed below:

Personnel

Care Manager (0.12 FTE)	\$3,360	
Program Director (0.12 FTE)	4,704	
Fringe Benefits	<u>1,213</u>	
Subtotal		\$9,277

Operating Expenses

Rent	\$407	
Utilities	120	
Office Supplies	600	
Building Maintenance	150	
Printing and Reproduction	300	
Insurance	222	
Travel	300	
Legal Services *	12,000	
Legal Fees	300	
Audit	<u>1,800</u>	
Subtotal		<u>16,199</u>
Total		\$25,476

\*The \$12,000 for Legal Services represents

\$1,200 for each of the ten unduplicated program clients for legal fees to process the conservatorship proceedings and all related petitions.

**Walden House**

**\$49,998**

Walden House will use the proposed funding to purchase appropriate computer hardware and software for a project entitled the Reporting System Pilot Project, which is aimed at establishing a more accurate and reliable system of tracking CARE funded units of service to avoid gaps in the provision of these services. DPH reports that Walden House, a non-profit agency, was selected through the Department's RFP process. The term of the contract is July 1, 1992 to June 30, 1993. The contract budget is detailed below:

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Equipment

Personal Computers and Related		
Accessories (11 @ \$3,886)	\$42,746	
Software	<u>4,752</u>	
Subtotal		\$47,498

<u>Administrative Overhead</u>		<u>2,500</u>
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Total		\$49,998
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**Salvation Army Harbor Light Center                      \$120,028**

This contractor will provide residential substance abuse recovery services to persons at risk for exposure to, or transmission of HIV. The contractor will specifically provide 2,466 units of service to 20 at-risk persons. One unit of service is defined as one bed per day per resident.

The DPH reports that the Salvation Army Harbor Light Center, a non-profit agency, was selected through the Department's RFP process. The term of the contract is July 1, 1992 to June 30, 1993. The contract budget is detailed below:

Personnel

Health Services Coordinator (1.00 FTE)	\$22,000	
Director, Harbor Light Center(0.09 FTE)	1,888	
Program Director (0.09 FTE)	971	
Recovery Director (0.09 FTE)	2,520	
Administrative Support Staff (1.35 FTE)	17,956	
Recovery Social Worker (0.15 FTE)	3,019	
Recovery Manager (0.14 FTE)	2,130	
Intake Counselor/Manager (0.15 FTE)	2,862	
Food Services Manager (0.15 FTE)	3,120	
Chiropractor (0.06 FTE)	\$4,800	
Dentist (0.06 FTE)	4,800	
Registered (0.25 FTE)	10,400	
Fringe Benefits	<u>14,117</u>	
Subtotal		\$90,583

Operating Expenses

Rent	\$5,059	
Data Processing	1,008	
Materials and Supplies	3,200	
Medical Supplies	<u>8,178</u>	
Subtotal		17,445

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<u>Administrative Overhead</u>	\$ <u>12,000</u>
Total	\$120,028

**Memorandum of Understandings:**

**Community Mental Health Services (CMHS) \$156,690**

Under the Memorandum of Understanding, CMHS will provide (1) acute psychiatric services, including 24-hour drop-in services for HIV positive individuals and in-home crisis intervention services and (2) 24-hour phone crisis back-up consultation by a mental health clinician. CMHS will serve approximately 147 unduplicated clients and provide approximately 3,232 units of service. Each unit of service is defined as a crisis intervention session of 15 minutes to several hours in duration. The program budget is detailed below:

## Personnel

Health Program Coordinator (0.75 FTE)	\$29,197	
Registered Nurse (0.75 FTE)	54,051	
Psychiatric Social Worker (0.50 FTE)	24,299	
Health Worker (0.25 FTE)	9,683	
Fringe Benefits	<u>30,480</u>	
Subtotal		\$147,710

### Operating Expenses

Rental Support	\$3,480	
Materials and Supplies	1,400	
Telecommunications	<u>4,100</u>	
Subtotal		<u>8,980</u>
Total	\$156,690	

Laguna Honda Hospital	\$34,555
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Laguna Honda Hospital will provide acute psychiatric services including respite services for people with AIDS. The Hospital will serve approximately 30 unduplicated clients and provide approximately 466 units of service. Each unit of service is defined as one bed/day. The program budget is detailed below:

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Operating Expenses

Medical Supplies (drugs, disposable syringes, etc.)	\$30,555
Office Supplies	<u>4,000</u>
Total	\$34,555

Grant

**San Mateo County** **\$306,222**

The DPH advises that the AIDS case morbidity in San Mateo County is insufficient to permit the County to apply for CARE grant monies independently. As such, at the request of the Federal grantor, San Francisco's CARE grant award for 1992-93 includes \$306,222 to fund CARE-related services to persons with AIDS in San Mateo County. The DPH advises that the mechanism used to transfer these funds is a grant from the City and County of San Francisco to San Mateo County. DPH advises that the Department will receive quarterly progress reports from San Mateo County in connection with the grant award. However, according to DPH, under Federal regulations, the selection of contractual service providers is an independent function of San Mateo County and their own locally established HIV Health Service Planning Council.

**Comments:**

1. The DPH advises that the DHHS requires that the City's CARE grant funds be allocated to one of only two categories, administrative or contractual. As such, the direct services provided by Laguna Honda Hospital and CMHS are categorized as contractual and are provided under MOU agreements.
2. As noted above, Walden House and Salvation Army Harbor Light Center both have a start-up date of July 1, 1992. Mr. Piland advises that the Department is only just now requesting the release of reserve funds for these two agencies because the Department wanted to submit a single request for the release of the \$810,798 and it took longer than originally anticipated for the Department to finalize all of the contract budgets.
3. The DPH reports that expenditures have been incurred against three of the contracts (Walden House, Salvation

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Army Harbor Light Center and Coming Home Hospice), as well as the two MOU's and the grant. As noted above, Coming Home Hospice has a start-up date of January 1, 1993. The two MOU's have an effective date of July 1, 1992 and the grant start-up date is June 1, 1992. Therefore, funds totalling \$692,969 for the three contracts, two MOU's and the grant should be released retroactively.

4. The actual cost of the four contracts, two Memorandum of Understandings and one grant totals \$803,797 or \$7,001 less than the \$810,798 requested for release from reserve by the DPH.

**Recommendation:** Release \$803,797 in reserved funds and continue to reserve \$7,001. Of the \$803,797, \$692,969 should be released retroactively.

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Item 1c - File 68-93-1

**Department:** Mayor's Criminal Justice Council (MCJC)

**Item:** Resolution authorizing the Mayor to apply for, accept and expend Federal grant funds in the amount of \$3,738, made available through the State Office of Criminal Justice Planning, and agreeing to provide a cash match in the amount of \$3,738.

**Grant Amount:** \$3,738

**Grant Period:** October 1, 1992 to September 30, 1993

**Source of Funds:** Federal funds through the State Office of Criminal Justice Planning

**Project:** FY 1992/93 Juvenile Justice Delinquency Prevention (JJDP) Planning Grant

**Description:** The Mayor's Criminal Justice Council (MCJC) coordinates the City's planning efforts for juvenile justice programs. The MCJC is responsible for planning, monitoring and administering the City's Juvenile Justice and Delinquency Prevention (JJDP) funds which are allocated through the State Office of Criminal Justice Planning (OCJP). MCJC staff duties include (1) collecting and analyzing data pertaining to youth in order to identify problems and needs, (2) making recommendations to the Youth Services/AB 90 Task Force, (3) coordinating meetings with other City agencies involved in the disbursement of JJDP funds, (4) providing technical assistance to all JJDP programs, (5) performing all grant processing and management activities and (6) providing ongoing monitoring of all JJDP programs.

<b>Budget:</b>	<u>Federal Grant</u>	<u>Local Match</u>	<u>Project Total</u>
<u>Personnel</u>			
Criminal Justice Specialist II (.14 FTE)	\$3,301	\$3,300	\$6,601
<u>Operating Expenses</u>			
Travel	344	344	688
<u>Indirect Costs</u>			
(5% of Federal grant)	93	94	187
Total	\$3,738	\$3,738	\$7,476

**BOARD OF SUPERVISORS**  
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**Required Match:** \$3,738, funded through the General Fund and included in the Mayor's Office FY 1992-93 budget.

**Indirect Costs:** \$187 based on approximately 5 percent of the Federal grant amount of \$3,738.

**Comments:** 1. Ms. Joyce Smith of the Mayor's Office reports that the application for the proposed grant has already been submitted to the State. Additionally, Ms. Smith advises that expenditures have been incurred against these grant funds. As such, the proposed legislation should be amended to authorize the DPH to apply for, accept and expend the proposed grant retroactively.

2. As previously noted, \$187 is included in the proposed project budget for indirect costs. Therefore, the title of the proposed resolution should be amended to indicate that indirect costs in the amount of \$187, based on approximately 5 percent of the Federal grant amount, would be included in the proposed project budget. The body of the proposed resolution already indicates that indirect costs are included as part of the proposed project budget.

3. The proposed grant amount of \$3,738 is \$2,907 or approximately 43.7 percent less than the \$6,645 grant amount (excluding the local match) allocated in FY 1991-92.

4. The MCJC has prepared a Disability Access Checklist for this project site which is on file with the Clerk of the Board.

5. Attached is a grant summary, as prepared by MCJC, for this proposed grant

**Recommendations:** 1. Amend the proposed resolution to authorize the DPH to apply for, accept and expend the proposed grant retroactively in the title and in the body of the proposed resolution

2. Amend the title of the proposed resolution to provide that Indirect costs in the amount of \$187 is included in the project budget.

3. Approve the proposed resolution as amended.



## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Criminal Justice Council

Contact Person: Joyce O. Smith Telephone: 554-6561

Project Title: 1992/93 JJDP Planning Grant

Grant Source: Office of Criminal Justice Planning

Proposed (New / Continuation) Grant Project Summary:

The Mayor's Criminal Justice Council is the regional planning unit for the City and County of San Francisco. Among other things, this office coordinates the City's criminal justice planning efforts to impact youth problems, is responsible for the annual allocation of JJDP funds from the State, and is also responsible for the comprehensive Criminal Justice Plan for JJDP funds each year in accordance with OCJF schedule.

Staff collects and analyzes data pertaining to the Youth Services/AB 90 Task Force on a year round basis to identify problems and needs. Based on their findings, staff will make recommendations to the Task Force taking into consideration the priorities set forth by this body. Staff will coordinate meetings of City agencies involved in the allocation of JJDP funds and perform other special assignments as may be required by criminal justice agencies. Finally, staff will coordinate the development of project objectives of new programs with the implementing agencies. In addition, staff will provide technical assistance to all JJDP programs, initiate grant processing and all related requirements, monitor all programs funded and perform all grant management activities.

Amount of Grant Funding Applied for: \$3,738

Maximum Funding Amount Available: \$3,738

Required Matching Funds: \$3,738

Number of Positions Created and Funded: 1 PT

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? N/A

Term of Grant: October 1, 1992 - September 30, 1993

Date Department Notified of Available funds: August, 1992

Application Due Date: September, 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The Office of Criminal Justice Planning experienced a significant staff change and as a result, the guidelines came down late from the Office of Criminal Justice Planning.

Assessment of Need for Grant Funding:

The juvenile population of the City and County of San Francisco totals 129,461. Youth aged 10 - 18 years of age number approximately 50,221. The number of juvenile arrests for law violations continues to increase with the gang and drug activities. There is a need to coordinate needed services so that scarce resources can be channeled to where they are needed most. The regional plan for both JJDP and AB 90 funds for addressing the numerous juvenile criminal justice problems existing in our City.

  
\_\_\_\_\_  
Department Head Approval



Item 1d - File 68-93-2

**Department:** Mayor's Criminal Justice Council (MCJC)

**Item:** Resolution authorizing the Mayor's Criminal Justice Council of the City and County of San Francisco to apply for, accept, and expend State funds for the 1992/93 "County Justice System Subvention Program"; providing allocations; designating the program coordinator; placing \$240,575 of unallocated funds on reserve; and waiving any indirect costs.

**Amount:** \$857,969

**Grant Period:** July 1, 1992 through June 30, 1993

**Source of Funds:** California Youth Authority

**Project:** County Justice System Subvention Program (CJSSP)

**Description:** The County Justice System Subvention Program, commonly known as the AB 90 Program, is a criminal and juvenile justice subvention, renewable annually. The specific proposed uses of grant funds were developed by staff of the Mayor's Criminal Justice Council, in concert with the Youth Services/AB 90 Task Force and the Executive Committee of the Mayor's Criminal Justice Council. As reported by the MCJC, several public meetings were held prior to developing the final recommendations.

The AB 90 Program, as proposed, would support the following three major program areas:

1. Approximately \$178,633 would be used to fund planning, administration, and monitoring activities in the Mayor's Criminal Justice Council (See Budget below).
2. Approximately \$41,500 would be used by the San Francisco Juvenile and Adult Probation Departments. Of the \$41,500, approximately \$35,000 would be used by the San Francisco Juvenile Probation Department to hire a consultant to develop a needs assessment plan for youth referred to the Youth Guidance Center. The needs assessment plan would include medical, educational, vocational, social, behavioral and psychometric analyses.

Approximately \$6,500 would be set aside to be used by the San Francisco Adult Probation Department to purchase a computer that would connect the Department to the General Reporting, Evaluation, and Tracking (GREAT) System, a

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**BUDGET ANALYST**

Statewide system for tracking mobile, gang-related, criminal activity.

3. Approximately \$397,261 would be allocated to five neighborhood-based community agencies that provide crisis intervention and long term counseling and other support services for both delinquent and status offender youth.

\$240,575 would be placed on reserve in Unallocated Funds. \$171,593 of the \$240,575, or 20 percent of the total \$857,969 grant request, would be reserved pending actual receipt of the funds from the State. The remaining \$68,982 that would be placed on reserve (\$171,593 plus \$68,982 equals \$240,575) would be used to obtain additional contractual services for which no final recommendations have yet been made.

**Budget:**

The following table summarizes the FY 1991-92 grant allocations and the proposed FY 1992-93 grant allocations. The details of the FY 1992-93 funding categories follow the table.

<u>Agency</u>	<u>1991-92 Funding</u>	<u>Proposed FY 1992-93 Funding</u>
Mayor's Criminal Justice Council	\$178,633	\$178,633
Juvenile Probation	35,000	35,000
Adult Probation	<u>0</u>	<u>6,500</u>
Subtotal	\$213,633	\$220,133
<u>Community Agencies</u>		
Legal Services for Children	50,019	50,019*
Morrisania West	134,311	110,311*
Chinatown Youth Center	69,155	69,155*
San Francisco Educational Svs.	95,063	95,063*
Central City Hospitality House	72,713	72,713*
Catholic Charities-Mission	35,000	0
Catholic Charities-Sunset	35,000	0
Catholic Charities-Crisis Counseling & Supervision	35,000	0
Young Community Developers	29,848	0
Unallocated Funds on Reserve	<u>32,165</u>	<u>240,575</u>
Subtotal	\$588,274	\$637,836
Totals	<u>\$801,907</u>	<u>\$857,969</u>

\*Totals \$397,261 for the five agencies designated above.

**Mayor's Criminal Justice Council (MCJC)**

**\$178,633**

MCJC is responsible for planning, administering and monitoring special criminal justice programs. The proposed 1992-93 budget is the same as that approved for FY 1991-92. The budget for 1992-93 is as follows:

Salaries

	<u>FTE</u>	
Program Manager	1.000	\$68,643
Criminal Specialist III	.862	46,721
Senior Clerk-Typist (2)	1.000	33,069
Benefits	—	<u>6,118</u>
Sub-Total Personnel	2.862	\$154,551

Operating Expenses

Office Expenses	\$5,000
Equipment Maintenance	10,000
Communications:	
Telephone	3,000
Postage	1,700
Travel	500
Specialized Services:	
Reprographics	1,800
Rent & Leases:	
Copy Machine	<u>2,082</u>
Sub-Total Operating Expenses	<u>\$ 24,082</u>
Total MCJC	\$178,633

**Juvenile Probation Department**

**\$ 35,000**

This is the second year of AB 90 program funding for the Juvenile Probation Department. The Juvenile Probation Department would use the program funds to retain an outside consultant to develop a multi-disciplinary assessment instrument for high risk youth and case-management procedures for high risk juvenile offenders. The program budget proposal for FY 1992-93 is as follows:

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February 3, 1993 Governmental Efficiency and Labor Committee Meeting

Consultant, Principal Contractor:	
512 hours at \$19.53 per hour	\$10,000
Sub-Contractors: 364 hours at \$19.23 per hour	7,000
Travel Costs (staff, consultants, sub-contractors)	4,000
Supplies and Materials	3,000
Clerical	3,000
Computer Service	5,000
Training Multi-Disciplinary Team	<u>3,000</u>
Total	\$35,000

**Adult Probation Department**

**\$6,500**

The Adult Probation Department would use the proposed funding to procure a computer, a modem, and software at a total cost of \$6,500. The computer system would enable officers to participate in the General Reporting, Evaluation, and Tracking (GREAT) System, which is a computer system used by Bay Area police and probation departments to track criminal activity in the Bay Area.

**Legal Services for Children**

**\$ 50,019**

Legal Services for Children is the centralized and free City-wide legal referral resource for all "status offender" related youth in San Francisco. Legal Services for Children receives referrals from agencies funded through AB 90, from agencies that are members of the Status Offender Network, and from all other involved public and private youth serving organizations. The budget for FY 1992-93 is as follows:

<u>Salaries</u>	<u>FTE</u>	
Executive Director	0.20	\$8,000
Staff Attorney	0.25	7,250
Legal Caseworker	0.25	7,250
Legal Secretary	0.15	4,125
Administrator	<u>0.20</u>	<u>1,331</u>
Total Salaries and FTE	1.05	\$27,956

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Memo to Governmental Efficiency and Labor Committee  
February 3, 1993 Governmental Efficiency and Labor Committee Meeting

<u>Fringe Benefits</u>	\$5,294
<u>Supplies &amp; Services</u>	<u>16,769</u>
Total	\$50,019

**Morrisania West, Inc. \$ 110,311**

Morrisania West, Inc. would provide educational and counseling services to status and delinquent offenders. Additionally, the organization offers recreational and cultural activities to its clients. The budget for FY 1992-93 is as follows:

<u>Salaries</u>	<u>FTE</u>	
Executive Director	0.75	\$37,420
Program Director/Counselor	0.71	23,006
Program Instructor	0.25	8,349
Administrative Assistant	0.75	17,000
Accountant	<u>0.08</u>	<u>1,690</u>
Total Salaries and FTE	2.54	\$87,465
<u>Fringe Benefits</u>		10,788
<u>Operating Expenses</u>		12,058
Total		<u>\$110,311</u>

**Chinatown Youth Center \$ 69,155**

The Chinatown Youth Center is a crisis prevention and education project which would provide services for young Asian status offenders and their families. In addition to providing services at the Center, services would also be provided at various sites frequented by Asian language(s) speaking youths and their families using the following methods: audio visual presentations, workshops, discussion groups, newspaper articles, television and radio broadcasts, bilingual brochures, and in-service training for schools. The budget for FY 1992-93 is as follows:

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February 3, 1993 Governmental Efficiency and Labor Committee Meeting

<u>Salaries</u>	<u>FTE</u>	
Executive Director	0.15	\$6,225
Coord Support Services	0.15	3,825
Admin Assistant	0.15	3,375
Counseling Coordinator	0.10	3,000
Youth & Family Counselor	1.00	20,500
Employment Spec	0.50	10,000
Licensed Clinical Social Worker	<u>0.30</u>	<u>1,755</u>
Subtotals	2.35	\$48,680
<u>Other</u>		<u>20,475</u>
Total		\$69,155

**San Francisco Educational Services** **\$ 95,063**

San Francisco Educational Services is an educational counseling program which would provide services for minors who are experiencing extreme difficulties in school or who have dropped out of school, and who are considered to be or are in danger of becoming status offenders. The services provided include individual tutoring, assistance with school placement, informal personnel counseling and referral, and ongoing contact and coordinating with all concerned persons and agencies. The budget for FY 1992-93 is as follows:

<u>Salaries &amp; Wages</u>	<u>FTE</u>	
(1) Executive Director	0.07	\$4,048
(1) Program Director	1.00	29,000
(1) Program Manager	0.08	2,600
(1) Comptroller	0.08	2,985
(1) Program Developer	0.09	1,500
(2) Secretaries	0.09	3,544
(1) Janitor	0.08	235
(35) Teachers	<u>1.00</u>	<u>32,643</u>
Total Salaries & Wages	2.49	\$76,555
<u>Fringe Benefits</u>		11,444
<u>Other</u>		<u>7,064</u>
Total		\$95,063

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**Central City Hospitality House**

**\$ 72,713**

Central City Hospitality House would provide services for high risk runaway and homeless youth, which allow them to exit street life, to avoid involvement in prostitution and other crimes, and to enter a safe, stable living environment. These services include disseminating literature to youth on the streets, to hotels and other areas frequented by young people. Young people contacting Central City Hospitality House are referred to agencies that provide food, housing, clothing, medical care, legal assistance, job training and referral and other support services. The budget for FY 1992-93 is as follows:

<u>Salaries</u>	<u>FTE</u>	
Program Director	0.30	\$7,000
Program Assistant	0.30	4,800
Case Manager	1.00	16,000
Case Manager	1.00	16,000
Executive Director	0.05	1,500
Operations Director	0.05	1,317
Accountant	<u>0.05</u>	<u>883</u>
Subtotal Salaries	2.75	\$47,500
<u>Fringe Benefits</u>		<u>9,500</u>
Subtotal Personnel		\$57,000
<u>Services &amp; Supplies</u>		5,713
<u>Client Services</u>		
Food \$1,250 per month x 8 months		<u>10,000</u>
Total		\$72,713
Reserved funds		<u>\$240,575</u>
Total Proposed Grant		<u>\$857,969</u>
No. of Persons Served:	Approximately 4,925 youths	

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**Comments:**

1. The proposed resolution designates Mr. Newton Lam of the Mayor's Office to coordinate the County Justice System Subvention Program with the State. However, Mr. Lam is no longer with the Mayor's Office. Ms. Joyce Smith of the Mayor's Office advises that Ms. Anne Kronenberg, Director of the Mayor's Criminal Justice Council, should be designated as the City's representative to coordinate the Program with the State.
2. Ms. Kronenberg reports that the proposed contractual services would be performed by existing contractors under continuing contracts. According to Ms. Kronenberg, a Request For Proposal process was not used for the current year because of funding uncertainties and other contracts, but that the MCJC will use a formal Request For Proposal process for FY 1993-94 (see Attachment 1). Ms. Kronenberg stated that no funds were allocated to Catholic Charities or to Young Community Developers because those agencies were awarded Proposition J Children's Funds through the Mayor's Office of Children, Youth, and Facilities.
3. The proposed grant funding of \$857,969 is \$56,062 or approximately seven percent greater than the FY 1991-92 grant funds of \$801,907.
4. Ms. Smith reports that two of the designated contractors actually commenced work on the proposed FY 1992-93 County Justice System Subvention Program in November of 1992. Therefore, the proposed resolution should be amended to reflect the retroactive nature of the requested approval.
5. Attachment 2 is the "Summary of Grant Request" as prepared by the Mayor's Office.
6. The Mayor's Criminal Justice Council has a Disability Checklist on file with the Board of Supervisors.

- Recommendations:**
1. Amend page two, line six, of the proposed legislation from Newton Lam to Anne Kronenberg.
  2. Amend the proposed resolution to authorize the Mayor's Criminal Justice Council to apply for, accept, and expend the proposed State AB 90 Funds for FY 1992-93 on a retroactive basis.
  3. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Frank M. Jordan  
Mayor

Anne Kronenberg  
Director

January 27, 1993

Harvey Rose, Budget Analyst  
Fox Plaza, 10th Floor  
San Francisco, California 94102

Attention: Stan Jones

Dear Mr. Rose:

During 1992, there were many extenuating circumstances resulting in the Mayor's Criminal Justice Council's (MCJC) decision to go with the status quo in funding of the AB 90 community based agencies and also in the late submission of this packet to the Board of Supervisors.

Last year, our office moved twice within a three month period. As a result, we lost our computer capability for six months. In addition, we did not have access to our documents stored on the City's Wang system. At the same time, the entire Mayor's Office was changing over to a different computer system. During this period, we had to rely on the typewriter as our only means of operation while our purchase orders went through the bid process in the Purchaser's Office.

By then, the State budget process had begun and for months we did not know if State Realignment money to cities would be cut once again or eliminated altogether. In addition, we were informed by the State that there was also a possibility that the Office of Criminal Justice Planning would not be funded. We were in constant contact with the Controller, the budget analyst and the State budget office but were unable to get a definitive answer on the status of funding for fiscal year 1992/93 until well into the new fiscal year.

For the past two years the Youth Services/AB 90 Task Force (YSTF), the oversight for MCJC, had been examining the revamping of State Realignment monies for AB 90 by switching the program focus from services to 601's (status offender youth) to 602's (youth who have been arrested for such offenses as car thefts, drugs, assaults, etc., and have been classified as juvenile delinquents). In recent years we have been forced to cut back funding to agencies that have served us well. With the advent of Prop J (The Children's

Harvey Rose  
Letter/January 27, 1993  
Page two

Amendment), it is our feeling that the agencies who have been a part of our Status Offender Network are now eligible to apply for those funds.

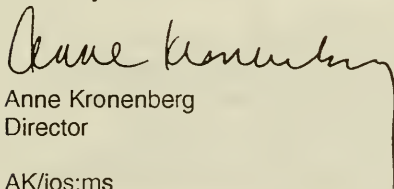
MCJC has been working closely with the Office of Children, Youth and Families, the agency that administers Prop J monies and have found that the services our CBO's provide to status offenders (601's) fall within the parameters of Prop J funds.

Plans to let out an RFP had been discussed at numerous meetings of the YSTF for the past couple of years. But with the uncertainty of funding and the time constraints during the past funding cycle, the YSTF voted to go with the status quo and refund the existing Status Offender Network Program, which includes the five community based agencies included in the packet. These programs will be thoroughly evaluated at the end of their contracts.

For fiscal year 1993/94, we will re-focus our allocation to programs who provide services to delinquent youth (602's). Upon completion of the guidelines, the RFP process will begin for FY 93/94.

If you have any questions or need any additional information, please call me at 553-6560.

Sincerely,

A handwritten signature in dark ink, appearing to read "Anne Kronenberg", with a long vertical line extending downwards from the end of the signature.

Anne Kronenberg  
Director

AK/jos:ms

JAN-15-1993 18:05 FROM

TO

93991064 P.02

## MAYOR'S OFFICE - Summary of Grant Request

Rev 4/10/90

Grantor STATE OF CALIFORNIA  
 Contact Person EDWARD NIELSON  
 Address 4241 WILLIAMSBOURGH DRIVE  
SACRAMENTO, CO 95823  
 Amount Requested \$ 857,969  
 From 1/1/93 To 12/31/93  
 With Commission \_\_\_\_\_  
 Division MAYOR  
 Section CRIMINAL JUSTICE COUNCIL  
 Contact Person JOYCE O. SMITH  
 Telephone (415) 554-6560  
 Application Deadline STATE ALLOCATION  
 Notification Expected NOTIFICATION RECEIVED  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 grant in the amount of \$ 857,969 from the period of 1/1/93 to 12/31/93  
 to provide crisis intervention, alternative sentencing services  
 and planning

Summary: (Check/insert, and add/delete, as needed - grant, award, contract, and provisions)  
ve neighborhood-based community agencies provide crisis intervention and long  
rm counseling for status offenders and delinquent youth under terms of a  
tywide plan (per Board resolution) for this client population; alternative  
ntencing programs for high risk juvenile offenders; to fund planning, admin-  
tration, research and monitoring activities at MCJC.

Outcomes/Objectives:

Effects of Reduction or Termination of These Funds:  
reduction of these funds (depending on the size of the reduction) could create  
offsets. Termination could cause the community based agencies to close down  
air programs and public departments to lay off staff.

Financial Information:

	Col. A Two Years Ago	Col. B Fisc Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$825,076	\$801,907	\$857,969	+ 56,082	N/A	
Personnel	303,351	191,633	154,551	-(37,082)		
Equipment	711	-0-	-0-	-0-		
Contract Svc.	496,356	556,109	397,261	-(158,848)		
Travel & Supp.	25,061	22,000	24,082	+ 2,082		
Utilities/Space	-0-	-0-	-0-	-0-		
Consult	-0-	-0-	35,000	+ 35,000		
Direct Costs	-0-	-0-	-0-	-0-		
Grantee		32,165	240,575	+208,410		

Data Processing

(not included above)

Personnel

CSC			2			
CSC			1			
Contractual			67	(1 F/T & 66 P/T)		

(re)s of non-grant funding for salaries of CSC employees working part-time on this grant  
 department budget and OCJP grant.

(re)s of grant funded employees to be retained after this grant terminates? If so, How?

(re)s of Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_  
 (if the source is not known, please provide a description of the source)





Item 1e - File 68-93-3

**Department:** Mayor's Office of Community Development (MOCD)

**Item:** Resolution approving the 1993 Emergency Shelter Grants Program and expenditure schedule and authorizing the Mayor to apply for, accept and expend a Federal entitlement under the Emergency Shelter Grants Program and acknowledging that indirect costs have been allocated in the 1993 Community Development Block Grant Program (CDBG) to cover this program.

**Grant Amount:** \$289,000

**Grant Period:** Two years from the date of approval by the Federal grantor

**Source of Funds:** U. S. Department of Housing and Urban Development (HUD)

**Project Description:** The HUD Emergency Shelter Grants Program was first established under the Stewart B. McKinney Homeless Assistance Act in July 1987. The program is designed to help improve the quality of existing emergency shelters for the homeless, to help make available additional emergency shelters, to help meet the costs of operating emergency shelters and of providing certain essential social services to homeless individuals, so that those persons have access not only to safe and sanitary shelter, but also to the supportive services they need to improve their situations. The program is also intended to restrict the increase of homelessness through the funding of preventive programs and activities.

The Mayor's Office of Community Development is responsible for administering and monitoring the Emergency Shelter Grants Program (ESGP). Funds from the ESGP are to be distributed to nonprofit agencies for one or more of the following activities relating to emergency shelters for the homeless. The activities include:

- (1) the rehabilitation of buildings used as emergency shelters;
- (2) the provision of essential or social services to the homeless;

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(3) the payment of maintenance and operation expenses such as repairs, rent, utilities, insurance, and furnishings; and

(4) the development and implementation of homeless prevention activities.

Both the provision of essential or social services and the development and implementation of homeless prevention activities are each limited by HUD regulations to 30 percent of the City's total grant amount.

The proposed grant funds would be allocated by MOCD to twelve (12) non-profit homeless service providers and shelter operators as divided among thirteen (13) projects (two of the projects are to be awarded to Asian Women's Shelter).

The MOCD reports that it issued a Request for Proposal (RFP), on November 16, 1992, to homeless service providers and shelter operators. A public workshop on the RFP was held by MOCD on December 1, 1992, to explain the requirements and application procedures for the ESGP. On December 14, 1992, the MOCD received 21 applications requesting a total of approximately \$1.3 million in ESGP funds in response to the RFP process. Descriptions of the 13 projects selected for funding are as follows:

**Provision of Essential and Social Services**

**Asian Women's Shelter, 3543 18th Street** **\$12,565**

This grant would provide staff costs to operate a shelter for battered monolingual Asian women and their children.

**Catholic Charities/Richmond Hills Family Center**  
**6324 Geary Boulevard** **\$26,000**

This center provides emergency shelter for 15 homeless families with a maximum capacity of 40 residents. Jointly operated with St. Vincent de Paul Society, Catholic Charities provides daytime services. This grant would be used to pay for a Case Manager needed to maximize program capability by providing day services to 20 additional non-residents.

**Payment of Maintenance and Operation Expenses**

**Asian Women's Shelter, 3543 18th Street** **\$12,435**

This grant would be used for maintenance/operating payments including rent, utilities, insurance and furnishings to operate a shelter for battered monolingual Asian women and their children.

**Catholic Charities/Diamond Youth Shelter,  
536 Central Avenue** **\$16,000**

This grant would be used for maintenance/operating payments including utilities, water, and scavenger services for a shelter housing homeless youth ages 12-17.

**Central City Hospitality House/Orlando House,  
146 Leavenworth/61 Moss Street** **\$10,000**

This grant would be divided between the two locations, in the Tenderloin for homeless individuals and in the South of Market area for homeless youth, to cover repairs/maintenance, janitorial services and insurance.

**Dolores Street Community Center, 208 Dolores  
Street** **\$19,400**

This grant would be used for maintenance/operating payments including rent, insurance, utilities, and scavenger services for a shelter for homeless Latino males ages 17-25.

**Friendship House Association of American Indians,  
80 Julian Avenue** **\$13,000**

This grant would be used to cover operating expenses which includes utilities, insurance and telephone for a shelter that provides emergency care for homeless native Americans suffering from alcoholism and drug addictions.

**Hamilton Family Center, Inc., 1525 Waller Street** **\$50,000**

This grant would be used to cover rent and utilities for a shelter for homeless families, operating 24 hours a day, year round. The population served are parents with children, expectant mothers and single pregnant women.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**La Casa de las Madres, 965 Mission Street                      \$25,000**

This grant would be used for paying rent, utilities, telephone and maintenance costs for a shelter serving battered women and children.

**Larkin Street Youth Services, 1044 Larkin Street            \$26,000**

This grant would be used to pay for operating expenses such as rent, utilities, telephone and custodial services for a shelter that provides counseling and day time drop-in services to homeless youth ages 12-18.

**San Francisco Particular Council/St. Vincent de Paul/  
Richmond Hills Family Center, 6324 Geary Blvd.    \$18,600**

This grant would be used to pay for a staff person to monitor the shelter's afternoon and evening services at the Richmond Hills Family Center.

**Developing and Implementing Homeless Prevention  
Activities**

**American Red Cross, 1550 Sutter Street                      \$50,000**

The American Red Cross Golden Gate Chapter provides early intervention case management, outreach and support services for individuals, families and households at risk of eviction, thereby providing a viable alternative to displacement and homelessness. The grant would be matched by St. Anthony Foundation therefore doubling the intended funds. A total of \$100,000 would be used to provide direct one-time rental assistance for individuals, families and households facing eviction because of their inability to pay rent.

**San Francisco Bar Association of San Francisco/  
Homeless Advocacy Project, 685 Market Street            \$10,000**

The San Francisco Bar Association's Volunteer Legal Services Program is a pro bono program whose mission is to provide free legal services to residents who cannot afford assistance. The Homeless Advocacy Project provides comprehensive homeless prevention activities including eviction defense, obtaining public and housing benefits and landlord-tenant mediation. The grant would be used to pay for partial salaries for a staff attorney and a client assistant to screen clients, recruit and train, and supervise attorney and paralegal volunteers who would provide services to

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

clients. It is expected that a substantial amount of legal services can be leveraged from the proposed grant.

**Total** **\$ 289,000**

**Project Budget:**

<u>Description</u>	<u>Amount</u>
--------------------	---------------

**Non-Profit Agencies**

Essential and Social Services to the Homeless (13.3% of total grant):

Asian Women's Shelter	\$12,565
Catholic Charities/Richmond Hills Family Center	<u>26,000</u>
Subtotal	\$38,565

Payment of Maintenance and Operation Expenses Such as Rent, Utilities, Insurance and Furnishings (65.9% of total grant):

Asian Women's Shelter	12,435
Catholic Charities/Diamond Youth Shelter	16,000
Central City Hospitality House	10,000
Dolores Street Community Center	19,400
Friendship House Association of American Indians	13,000
Hamilton Family Center	50,000
La Casa de las Madres	25,000
Larkin Street Youth Center	26,000
SF Particular Council/St. Vincent de Paul	<u>18,600</u>
Subtotal	190,435

Developing and Implementing Homeless Prevention Activities (20.8% of total grant):

American Red Cross - Bay Area	50,000
Bar Association/Homeless Advocacy Project	<u>10,000</u>
Subtotal	<u>60,000</u>
Total	\$289,000

**Required Match:** \$289,000 (\$343,516 was approved in the 1993 Community Development Block Grant Program, see Comment 1)

**Indirect Costs:** \$80,000 (approved in the 1993 Community Development Block Grant Program for the MOCD administration of HUD funds allocated for the CDBG and other miscellaneous programs including ESGP, see Comment 2).

**Comments:** 1. Mr. Jon Pon of the MOCD reports that HUD requires a minimum of \$289,000 in matching funds from the City to be used for projects targeted at the homeless population. Mr. Pon advises that a total of \$343,516 allocated for seven

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



homeless related projects in the 1993 CDBG Program has been identified as matching funds for the ESGP (see Attachment 1).

2. Mr. Pon advises that the \$80,000 in indirect costs included in the 1993 Community Development Block Grant Program is described as indirect costs for the CDBG Program in the total amount of \$21,852,000. However, according to Mr. Pon, the MOCD intended that the \$80,000 should apply to the MOCD's administration of HUD funds allocated for the CDBG and other miscellaneous programs including the proposed ESGP grant in the amount of \$289,000. The \$80,000 in indirect costs represents only .36 percent of the total HUD funds of \$22,141,000 for the CDBG and ESGP Programs (\$21,852,000 plus \$289,000).

3. The proposed grant allocation of \$289,000 represents a reduction of \$133,000 from the 1992 entitlement of \$422,000.

4. The MOCD has prepared a Disability Access Checklist which is in the file.

5. Attached is a grant summary, as prepared by the MOCD, for this proposed Federal grant (see attachment 2).

**Recommendation:** Approve the proposed resolution.



**EMERGENCY SHELTER GRANT - ROUND 8**  
**MATCHING FUNDS**

Matching funds for the 1993 Emergency Shelter Grants Program will be the \$343,516 allocated in the 1993 Community Development Block Grant Program. The proposed projects are rehabilitation to homeless facilities and public services addressing the needs of the homeless:

1.	La Casa de las Madres 965 Mission Street, #218	\$111,000
2.	People Place Services 950 Gough Street	56,000
3.	Asian Women's Shelter 3543 18th Street, Box #19	21,500
4.	Central City Hospitality House 146 Leavenworth	48,416
5.	Diamond Youth Shelter 1049 Market Street, #200	25,000
6.	St. Vincent de Paul Society of S.F. 1745 Folsom Street	45,000
7.	Travelers Aid of San Francisco P.O. Box 420137	<u>36,600</u>
	<b>TOTAL</b>	<b>\$343,516</b>

[3294C/r.1/5/93]

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT

Contact Person: JON PON Telephone: 554-8952

Project Title: EMERGENCY SHELTER GRANTS PROGRAM FY 1993

Grant Source: HUD

### Proposed (New / Continuation) Grant Project Summary:

The Emergency Shelter Grants Program is an annual program that the City can apply for to enhance homeless shelters and related services.

The grant will be divided among 12 nonprofit agencies working with homeless people. Most of the funding will be used to support existing homeless facilities by paying for some of the operational and maintenance expenses. Other funding will be used to hire staff to improve services to the homeless and to help prevent others from becoming homeless. The nonprofit agencies are recommended for funding after a RFP process and careful review with the Citizens Committee on Community Development.

Amount of Grant Funding Applied for: \$289,000.00

Maximum Funding Amount Available: \$289,000.00

Required Matching Funds: \$289,000.00 (approved in 1993 CDBG)

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$289,000.00

Will Contractual Services be put out to Bid? RFP completed for nonprofit agencies.

Term of Grant: Two years from approval

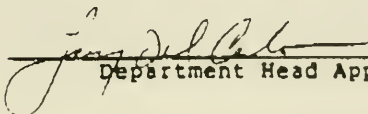
Date Department Notified of Available funds: January 7, 1993

Application Due Date: February 19, 1993

**Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):**

Only entitlement cities or counties can apply for the ESGP. Based on a HUD formula, San Francisco is eligible to apply for \$289,000.00 for FY 93.

Funds from the ESGP will be distributed to nonprofit agencies for one or more of the following activities relating to emergency shelter for the homeless. They are (1) rehabilitation of buildings used as emergency shelters; (2) provision of essential or social services to the homeless; (3) payment of maintenance and operation expenses such as rent, repair utilities, insurance, and furnishings; and (4) developing and implementing homeless prevention activities. Both essential services and homeless prevention activities are each limited by HUD regulations to 30% of the City's grant amount.

  
\_\_\_\_\_  
Department Head Approval



Item 1f - File 146-93-1

**Department:** Department of Public Health (DPH),  
Central Administration

**Item:** Resolution authorizing the Department of Public health to accept and expend a grant of \$29,445, which includes indirect costs in the amount of \$2,945, based on ten percent of the total award from the State Department of Health Services, and providing for ratification of action previously taken.

**Grant Amount:** \$29,445

**Grant Period:** October 1, 1992 to September 30, 1993

**Source of Funds:** Federal Health Incentive (314) Block Grant funds through the State Department of Health Services.

**Description:** The proposed grant allocation of \$29,445 would represent the 14th year that the State Department of Health Services has allocated Federal Health Incentive Block Grant funds to the City. The DPH has broad discretion in determining the uses these funds and plans to use these funds to pay for health education materials and supplies, travel and training costs for DPH administration and technical staff.

**Budget:**

<u>DPH Administration and Support Services</u>	\$16,195
Travel funds for the Director of Health and other administrative and professional staff to attend conferences, workshops, seminars and training sessions held in and out of the State, including materials and supplies	
<u>Public Health Field Services</u>	6,772
Funds for preventive health training and workshops (including training materials and supplies) for staff in the following programs: home health care, senior services, family health, substance abuse, disease control, dental program, environmental health and health education.	
<u>Public Health Related Services</u>	3,533
Funds for workshops, conferences and training regarding optimal methods of organizing and delivering services for staff in the following programs: planning, emergency medical services, AIDS Office, medical indigent adult, toxics, hazardous waste and the health centers.	

Memo to Government Efficiency and Labor Committee  
February 3, 1993 Government Efficiency and Labor Committee Meeting

<u>Indirect Costs</u>	<u>2,945</u>
Total	\$29,445

**Indirect Costs:** \$2,945 (10 percent of total award)

**Required Match:** None

**Comments:**

1. The DPH reports that the proposed grant funds are allocated by the State Department of Health Services to the City, based on a formula. As such, the City is not required to submit an application for the receipt of these funds.
2. As noted above, the proposed grant funds have an effective date of October 1, 1992. The DPH advises that expenditures have been incurred against these funds. As such, the proposed legislation provides for ratification of action previously taken.
3. Attached is a detailed grant budget provided by DPH for the 1992-93 expenditures for travel, training and conferences for the DPH's administrative and technical staff (Attachment I).
4. The DPH has prepared a Disability Access Checklist which is included in the Clerk of the Board file.
5. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant (Attachment II).

**Recommendation:** Approve the proposed resolution.



## City and County of San Francisco

## Department of Public Health



## MEMORANDUM

DATE: January 25, 1993

THROUGH: Raymond *[Signature]*, Director of Public Health

TO: Sandy Brown-Richardson, Board of Supervisors Budget Analyst

FROM: Hope Kamimoto, DPH Contract Management & Compliance *[Signature]*

SUBJECT: **314D Federal Preventive Health Grant Budget**

Projected expenditures against the 314D Grant for the Federal Fiscal Year '92-'93 are as follows:

**ADMINISTRATIVE AND OTHER SUPPORTIVE SERVICES****\$16,195**

1. Meetings and training seminars for various support staff, e.g. affirmative action, personnel, toxics and hazardous materials, environmental health, security, planning, contracts. \$ 5,695
2. Director or designee to attend various meetings, seminars and conferences in various locations relating to public health issues, e.g. State Realignment, Association of hospitals & Health Officers of California, Conference of Local Health Officers, County Health Executives Association, Association of Bay Area Health Officers, various AIDS conferences. \$ 9,500
3. Materials and supplies. \$ 1,000

314D Federal Preventive Health Grant Budget  
Projected Expenditures  
January 25, 1993

Page 2 of 2

**PUBLIC HEALTH FIELD SERVICE****\$ 6,772**

4. Training courses for Public Health Nurses, Health Centers staff, Community Public Health staff regarding current issues in health care for aging and homeless, education and information in home health care, substance abuse in pregnant women, nutrition and dementia in senior population. \$ 3,225
5. Attendance of staff at various public health conferences to present abstracts and posters to receive and provide latest information on various public health issues. \$ 3,547

**OTHER PUBLIC HEALTH RELATED SERVICES****\$ 3,533**

6. Planning staff to attend local, state and national meetings and workshops on grant writing, funding availability, managed health care, health care reform, and realignment. \$ 2,030
7. Training workshops for health inspectors on environmental health issues, asbestos abatement and hazardous materials laws. \$ 1,030
8. Training workshops on American Disabilities Act, sexual discrimination, and other discrimination issues. \$ 473

**INDIRECT CHARGES (10%)****\$ 2,945****TOTAL GRANT BUDGET****\$29,445**





Item 1g - File 146-93-2

**Department:** Department of Public Health (DPH),  
Central Administration,  
Emergency Medical Services (EMS) Agency

**Item:** Resolution authorizing the Department of Public Health to  
apply for a new grant of \$48,700, which includes indirect costs  
in the amount of \$2,700, based on twenty percent of salaries,  
from the State Emergency Medical Services Authority.

**Grant Amount:** \$48,700

**Grant Period:** June 25, 1993 to June 24, 1994

**Source of Funds:** State Emergency Medical Services Authority

**Project:** Uniform Prehospital Treatment Guidelines

**Description:** The DPH, EMS Agency reports that California EMS agencies  
currently operate under many different versions of treatment  
protocols, policies and procedures. According to the EMS  
Agency, the lack of standardized protocols has significantly  
hampered State and local efforts to collect and analyze data on  
EMS agencies Statewide. Protocols refers to plans for carrying  
out a patient's treatment regimen.

The proposed new State grant would be used by the EMS  
Agency to develop protocol-based standards of care for the  
delivery of prehospital care throughout the State of California.  
The specific objectives of this project would be to (1) develop  
prehospital treatment protocols for pediatric and adult  
populations, (2) secure approval and assistance in protocol  
development from appropriate Statewide professional  
organizations and (3) make available protocols on software for  
use by local EMS Agencies. The DPH advises that State  
regulations require that local project proposals be designed to  
have regional or Statewide impact in order to qualify for these  
State grant funds.

**Budget:** The DPH will provide a detailed budget for the proposed  
\$48,700 grant at the time the Department submits its request  
to the Board of Supervisors for acceptance and expenditure of  
these grant funds.

**Required Match:** None

**Indirect Costs:** \$2,700 (based on 20 percent of preliminary estimated salaries  
of \$13,500)

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
January 26, 1993 Government Efficiency and Labor Committee Meeting

**Comments:**

1. A Disability Access Checklist has been prepared for this project by the DPH and is on file with the Clerk of the Board.

2 A Summary of Grant Request will be provided by the DPH at the time the Department submits its request to the Board of Supervisors for acceptance and expenditure of the proposed grant.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 1h - File 146-93-4

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health to accept and expend a Ryan White Comprehensive AIDS Resources Emergency (CARE) Title I Formula Disaster Relief continuation grant of \$11,462,925, from the U. S. Health Resources and Services Administration, and waiving indirect costs.

**Grant Amount:** \$11,462,925

**Source of Funds:** U. S. Department of Health and Human Services (DHHS) - Ryan White CARE Title I Formula Disaster Relief grant

**Grant Period:** February 1, 1993 to January 31, 1994

**Project:** AIDS Disaster Relief Assistance

**Description:** The CARE grant provides disaster relief assistance to localities that are disproportionately affected by the AIDS epidemic. As one of those localities, San Francisco would receive \$11,462,925 for the third year of a three-year project period to support an assortment of AIDS programs and activities. The DHHS also provides some monies for contractors in Marin and San Mateo Counties, localities where the incidence of AIDS is too low to qualify for an independent CARE grant. The breakdown of CARE grant funds into a comprehensive disaster relief budget is the responsibility of the City's HIV Health Services Planning Council, a 25 member Council whose members are appointed by the Mayor. The funding distribution of the CARE grant funds for FY 1993-94, as set by this Council, are as follows:

5%	Administration
4	Planning Council Support
2	Needs Assessment/Reporting
2	Systemwide Ombudsprogram
26	Department of Public Health (DPH) Programs
7	Contractual: Case Management
6	Contractual: Housing
12	Contractual: Primary Medical Care
12	Contractual: Other Health Care
9	Contractual: Psychosocial Support
1	Contractual: Technical Support
14	San Mateo and Marin Counties

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
February 3, 1993 Government Efficiency and Labor Committee Meeting

<b>Budget:</b>	<u>Personnel (Civil Service)</u>	<u>FTE</u>	
	Section Chief	0.75	\$61,808
	Health Program Coordinator	1.50	83,823
	Sr. Management Assistant	0.75	36,336
	Management Assistant (2)	1.00	78,598
	Health Program Coordinator	1.00	49,639
	Sr. Accountant	1.00	49,686
	Personnel Analyst	<u>1.00</u>	<u>44,844</u>
	Total Salaries	7.00	\$404,734
	Fringe Benefits		<u>103,207</u>
	Total Personnel		\$507,941
	<u>Travel</u>		
	Local Travel		\$250
	Mandated trips to funding agency (6 trips for 2 persons)		<u>5,000</u>
	Total Travel		5,250
	<u>Equipment</u>		
	Personal Computers (4 @ \$2,500 each)		\$10,000
	Other equipment		<u>3,000</u>
	Total Equipment		13,000
	<u>Materials and Supplies</u>		
	Office Supplies		2,000
	<u>Contractual Services</u> (see Attachment 1 provided by DPH)		10,889,779
	<u>Administration</u>		
	Rent		\$17,395
	Telephone		7,560
	Postage		3,000
	Courier		2,000
	Reproduction		8,500
	Equipment Lease (copier)		1,000
	Printing/Slide Production		2,500
	Promotions/Advertising		1,000
	Staff Training		<u>2,000</u>
	Total Administration		<u>44,955</u>
	TOTAL PROJECT BUDGET		\$11,462,925

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Required Match:** None

**Indirect Costs:** Indirect costs are prohibited by Federal CARE legislation. Therefore, the proposed resolution would waive indirect costs for this grant. However, the grantor does allow five percent of the total grant to be used for administrative purposes (see Comment 1 below).

**Comments:**

1. According to Mr. Tim Piland of the DPH, \$573,146, which is all of the costs included in the proposed grant except contractual services, represents the five percent administrative costs allowed by the grantor. DPH project staff would oversee the contractual services.

2. The proposed grant of \$11,462,925 is \$3,152,962 or approximately 38 percent greater than the \$8,309,963 grant amount received by the City for 1992-93. According to Mr. Piland this year's funding is significantly higher than last year's funding because Congress appropriated additional funds this year for these AIDS programs.

3. Mr. Piland advises that the grantor requires that funds be allocated to one of only two categories, administrative or contractual. Therefore, any direct services provided by DPH are categorized as contractual, as noted in Attachment 1. Mr. Piland reports that, other than DPH directly provided services, all of the contractors listed on Attachment 1 are non-profit organizations, in accordance with the requirements of the grantor. Mr. Piland indicates that all of the contractors were selected through the Department's RFP process, with the exception of the Professional Management Development Corporation, Coming Home Hospice and Central Support, which are being continued on a sole source basis. These agencies are being continued on a sole source basis because of their unique expertise in connection with the services they are providing and the need for continuity of these services.

4. The computers included in the project budget were included in the Department's Master plan, and have received Electronic Information Processing Steering Committee's (EIPSC) approval.

5. Mr. Piland reports that other equipment, budgeted at \$3,000, includes the estimated cost of any non-electronic equipment items that cost less than \$400 per unit, such as desks, chairs, tables, file cabinets, and partitions.

6. The DPH advises that this grant is allocated to the City on a formula basis and, as such, the City is not required to submit an application for these grant funds.

7. As noted above, the proposed grant has a start-up date of February 1, 1993. The DPH reports that expenditures have been incurred against these funds. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant retroactively.

8. The DPH's AIDS Office has submitted Disability Access Checklists for all of the project sites, which are on file with the Clerk of the Board.

9. A Summary of Grant Request, as prepared by the DPH, is attached (Attachment 2).

**Recommendation:** Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant retroactively and approve the proposed resolution as amended.

12/23/92 10:15A.M.

## FY 1993 CARE Formula Budget

<u>Service</u>	<u>Type of Service</u>	<u>Provider</u>	<u>93-94</u>
Planning Council Support		SFDPH - AO	\$486,433
Needs Assessment Reporting		SFDPH - AO	\$211,595
Systemwide Ombudsprogram		SFDPH-AO	\$250,686
SFDPH			
Primary Medical Care		CPHS/Health Center #1	\$217,402
Primary Medical Care		CPHS/Health Center #2	\$92,687
Primary Medical Care		CPHS/PHHC	\$37,094
Primary Medical Care		CPHS/SEHC	\$66,679
Primary Medical Care		CPHS/City Clinic	\$49,458
Primary Medical Care		CPHS/Tom Waddell Clinic	\$273,663
Primary Medical Care		CPHSPublic Health Lab	\$53,803
Primary Medical Care		Forensics	\$136,338
Primary Medical Care		SPY	\$135,758
Case Management		DMS	\$461,757
Crisis Mental Health Service		DMS	\$199,881
Primary Medical Care		SFGH/Ward 86	\$560,408
Primary Medical Care		SFGH/General Medical Early Intervention Clinic	\$80,071
Primary Medical Care		SFGH/Psych. Consult/Liaison	\$119,288
Case Management		CPHS/Health Center #1	\$60,931
Case Management		CPHS/Health Center #2	\$29,039
Case Management		CPHS/PHHC	\$29,039
Case Management		CPHS/City Clinic	\$118,480
Case Management		SPY	\$149,955
Case Management		SFGH/HIV - IDU Case Management	\$109,931
Case Management			
Eligibility Counseling & Advocacy		ABC	\$209,847
Legal Serv. for Eligibility Hearings		ALRP	\$81,902
Case Management & Advocacy Training		UCSF/AHP	\$66,385
Money Management		Coming Home	\$52,468
Housing Case Management		A.I.D.S.	\$42,955
Housing			
Long-Term Residen. Drug & Alcohol Rx		Walden House	\$218,369
Emergency Housing Payments		AIDS Emergency Fund	\$205,301
Emergency Housing Vouchers		San Francisco AIDS Foundation	\$105,217
Housing		A.I.D.S.	\$93,513
Residential Counselor & Child Care		Catholic Charities	\$56,785
Primary Medical Care			
Early Intervention Medical Services		SFCCC	\$218,405
HIV Drug Prog-Decent. Non ADP Drugs		Prof. Mgt. Develop.	\$157,937
Home Infusion Services		CPMC-VNH	\$448,831
Outpat. Substance Abuse Counseling		18th Street Services	\$158,552
Outpat. M.H. & Subst. Abuse Services		A.I.D.S.	\$59,083
Outpat. M.H. & Subst. Abuse Services		A.I.D.S.	\$65,653
Mental Health Services		UCSF - AHP	\$114,540
Outreach & Mental Health Services		UCSF Ctr on Deafness	\$29,502
Outpat. Psych Consult. & Counseling		UCSF - AHP	\$125,256



Other Health Care		
Residential Attendant Care Services	Catholic Charities	\$104,343
Home/Hospice Care	CPMC - VNH	\$489,029
Case Management & Practical Support	BVHPF/AIAI	\$76,442
Bulk Purchases & Home-Delivered Food	Project Open Hand	\$136,503
Bulk Purchases & Home-Delivered Food	SF Food Bank	\$90,472
Bulk Purchases & Home-Delivered Food	SFFB	\$32,621
Adult Day Health Care	Continuum	\$168,172
Consolidated Food Services	POH	\$54,459
Minority Attendant Care	Westside	\$100,466
Psychosocial Support		
Peer Counseling & Practical Support	Shanti	\$241,500
Emotional Support Services	SFNM/TARC	\$74,454
Vol. Recruitment, Child Care Serv.	GGC/Bridge for Kids	\$51,684
Volunteer Training, Home Care	Home Care Companions	\$45,320
Emotional Group Peer Support	BAHSES/BWMT	\$97,375
Phone Crisis Intervention/Hotline	SF Suicide Preven.	\$65,522
Outreach & Early Intervention	NTFAP/GMOC/EACH	\$163,804
Psychosocial Support	IFR	\$109,203
Legal Services	Bar Assoc of SF/VLSP	\$39,214
San Mateo and Marin Counties		
Early Intervention/Primary Medical Care	San Mateo County	\$788,650
Primary Medical Care Services	Marin County	\$806,990
CARE Title II Programs		
Case Management	A.I.D.S.	\$76,938
Case Management	BVHPF/AIAI	\$35,491
Case Management	IFR	\$76,897
Case Management	GAPA	\$23,661
Case Management	SFAF	\$59,151
Technical Assistance	Support Center	\$80,789
Other Primary Care	CPMC/VNH	\$116,042
Case Management	ALRP	\$69,465
Case Management	Bar Association	\$35,303
Case Management	FTFA	\$26,125
Psychosocial Support	Rose Resnick Ctr. for the Blind	\$35,442
Psychosocial Support	UC Center on Deafness	\$75,375
Total Contract Services		\$10,889,779
Total Administrative Services		573,146
Total Project Budget		\$11,462,925



Item No. \_\_\_\_\_

### Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor	<u>Health Resources and Services Admin</u>	Division	<u>Community Health Services</u>
Contact Person	<u>Libby Hartnett</u>	Section	<u>AIDS Office</u>
Address	<u>5600 Fishers Lane</u>	Contact Person	<u>Tim Piland</u>
	<u>Rockville, MD 20857</u>	Telephone	<u>554-9132</u>
Amount Requested	\$ <u>11,462,925</u>	Application Deadline	<u>11/20/92</u>
Term: From	<u>2/1/93</u>	To	<u>1/31/94</u>
		Notification Expected	<u>n/a</u>
Health Commission	<u>12/15/92</u>	Board of Supervisors:	<u>Finance Committee</u>
			<u>Full Board</u>

1. Item Description: Request to ~~accept for~~ (accept and expend) a ~~(new)~~ (continuation) (allocation) ~~expense~~ ~~grant~~ grant in the amount of \$11,462,925 from the period of 2/1/93 to 1/31/94 to provide Ryan White Comprehensive AIDS Resources Emergency services.  
(Cite appropriate words)  
(CARE) Title I FORMULA Grant

II. Summary: (Conservatory; good address; ~~trustworthy; no record; no prior~~)

Please see attachment:

### III. Outcomes/Objectives:

Please see attachment.

#### IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these funds would severely impair the City's ability to respond effectively to the AIDS epidemic.

#### V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Rec. Match</u>	<u>Approved by</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	<u>6,393,866*</u>	<u>8,309,963*</u>	<u>11,462,925*</u>	<u>+3,152,962</u>	<u>NONE</u>	<u>          </u>
Personnel	<u>266,547</u>	<u>352,892</u>	<u>507,941</u>	<u>+ 155,049</u>		<u>          </u>
Equipment	<u>22,300</u>	<u>13,500</u>	<u>13,000</u>	<u>- 500</u>		<u>          </u>
Contract Svc.	<u>6,074,173</u>	<u>7,894,465</u>	<u>10,899,799</u>	<u>+2,995,314</u>		<u>          </u>
Mat. & Supp.	<u>1,003</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>		<u>          </u>
Facilities/Space	<u>12,768</u>	<u>19,000</u>	<u>25,115</u>	<u>+ 6,115</u>		<u>          </u>
Other	<u>17,075</u>	<u>28,106</u>	<u>25,090</u>	<u>- 3,016</u>		<u>          </u>
Indirect Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>	<u>*Funder allows 5% maximum</u>	<u>          </u>

## VI. Data Processing

(costs included above)

## VII. Personnel

F/T CSC	<u>5.00</u>	<u>6.60</u>	<u>8.25</u>	<u>+ 1.65</u>	<u>          </u>
P/T CSC	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Contractual	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Source(s) of 000-grant funding for salaries of CSC employees working part-time on this grant:

None.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

• VIII. Contractual Services: Opeo Bid \_\_\_\_\_ Sole Source none new (if so, name and address of contractor)



Item 1i - File 147-93-1

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the City Librarian to apply for a new Federal grant for the creation of online Chinese language bibliographic records for fiscal year 1993-94.

**Grant Amount:** Not to exceed \$50,000

**Grant Period:** October 1, 1993 through September 30, 1994

**Source of Funds:** Federal Library Services and Construction Act (LCSA) funds, administered through the California State Library

**Project:** On-line Chinese Language Bibliographic Records System

**Description:** The proposed resolution would authorize the City Librarian to apply for Federal grant funds to create online bibliographic databases that serve ethnically and culturally diverse populations, and non-English speaking populations. Specifically, the proposed grant funds would be used for San Francisco's Chinese language reading population to have access to online bibliographic records to borrow Chinese language reading materials.

The Public Library reports that during FY 1991-92, 261,000 books and materials in the Chinese language were borrowed from the Public Library. The proposed grant funds would assist the Public Library in meeting the needs of this community by enabling the community to access online bibliographic records in the Chinese language.

**Required Match:** None.

**Indirect Costs:** Five percent of the total grant award of up to \$50,000, or up to \$2,500.

**Comments:**

1. According to Ms. Mary Landgraf of the Public Library, the budget details for the proposed grant funds have not yet been finalized. However, Ms. Landgraf notes that when the Public Library requests authorization to accept and expend the proposed grant funds, the budget details will be finalized.
2. The Board of Supervisors previously approved a resolution (File 38-91-22) which authorized the Public Library to accept a gift from the Library Foundation for the lease/purchase of an automated circulation system for the Main Library and branch

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

libraries. The lease/purchase of the automated circulation system, including operating and maintenance costs, is covered under a master agreement with Digital Equipment Corporation. According to Mr. Ed McBride, Automation Coordinator for the Public Library, the proposed grant funds would be used to implement an on-line cataloguing system specifically for Chinese language records which would be incorporated into the Public Library's overall automated circulation system. Therefore, Mr. McBride reports that any maintenance costs associated with the proposed on-line cataloguing system for Chinese language records would be covered under the existing master agreement with Digital Equipment Corporation.

3. As noted above, the proposed grant includes five percent, or \$2,500 of the total proposed grant award of \$50,000, for indirect costs. Although the body of the proposed resolution indicates that five percent indirect costs are contained in the proposed grant funds, the title of the proposed resolution should be amended to indicate that five percent indirect costs are included.

4. Attached is the Summary of Grant Request form completed by the Public Library.

5. The Disability Access Checklist is in the File.

**Recommendation:** Amend the title of the proposed resolution to indicate that five percent indirect costs are included in the proposed grant. Approve the proposed resolution as amended.

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Public Library

Contact Person: Mary Landgraf Telephone: (415) 557-4340

Project Title: Online Conversion of Chinese Language Holdings

Grant Source: California State Library/ Library Services and Construction Act (LSCA)

### Proposed (New / Continuation) Grant Project Summary:

San Francisco Public Library is proposing a retrospective conversion project to convert the manual card catalog files for non-fiction Chinese language books at the Chinatown Branch Library to machine-readable bibliographic records. The objective is to provide broader accessibility to the users of these materials locally, regionally and state-wide, by entering the holdings records into the Library's online computer catalog, and the two major national bibliographic utilities, RLIN and OCLC.

There are an estimated 75,000 Chinese language readers in San Francisco. Over 261,000 Chinese language materials were borrowed from the Library in FY1991/92. Given the extensive use and demand for Chinese language materials by San Francisco's Chinese language reading population, which is dispersed widely throughout the City, and given the substantial numbers of potential users that reside in the Greater San Francisco Bay Area and throughout the State of California who would be eligible to borrow materials through the Library's participation in the State funded interlibrary loan and universal borrowing programs, broad user access to records of the Library's holdings of Chinese language books is an important priority in the Library's program to serve children, the non-English speaking, and ethnically and culturally diverse populations.

San Francisco Public Library is requesting grant support from the State Library/Library Services and Construction Act (LSCA), Title III, funds to convert 2,500 manual records

Amount of Grant Funding Applied for: Not to exceed \$50,000 (see below)

Maximum Funding Amount Available: \$50,000

Required Matching Funds: none

Number of Positions Created and Funded: not known at this time

Amount to be Spent on Contractual Services: not known at this time

Will Contractual Services be put out to Bid? n.a.

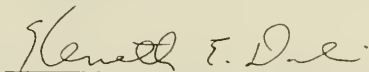
for adult and children's non-fiction Chinese language books to online records, and make them available in the Library's computerized catalog for local use, and in RLIN and OCLC bibliographic databases for regional and statewide use.

Term of Grant: October 1, 1993 to September 30, 1994Date Department Notified of Available funds: August 1993Application Due Date: June 1, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

LSCA, Title III, funds are allocated for interlibrary cooperation, networking and resource sharing. Grants are awarded to libraries whose projects will contribute toward meeting local and statewide needs, will benefit more than one library, and will contribute to the implementation of the LSCA Long-Range Program for furthering multi-type library cooperation, resource-sharing and network development in California. Projects for the retrospective conversion of bibliographic records must show a statewide benefit and a commitment to making the records available for statewide use.

Under the State Library's guidelines, projects that meet the specific criteria for funding under LSCA, Title III, are those projects that will support services to the underserved, such as, children, non-English speaking, and ethnically and culturally diverse populations, and those projects that develop network products that identify resources and their location, and make those resources available for regional and statewide sharing through State funded interlibrary loan and universal borrowing programs.

Department Head Approval



Item 1j - File 148-93-1

**Department:** Department of Public Works (DPW)

**Item:** Resolution authorizing the Director of Public Works to apply for, accept and expend a grant from the State of California Resources Agency for providing direct costs in the North of Market Street Central Freeway Corridor.

**Grant Amount:** \$49,875

**Grant Period:** October 1993 through September 1994

**Source of Funds:** State of California Resources Agency - Environmental Enhancement and Mitigation Program (AB 471)

**Application Due Date:** November 30, 1992

**Project:** North of Market Tree Mitigation Project

**Description:** The North of Market Tree Mitigation Project, an urban forestry project, would result in the planting of 285 street trees in the Hayes Valley and North of Market Street Central Freeway corridor. The planting of the 285 trees would be in the area bounded by Turk Street on the north, Van Ness Avenue on the east, Market and Waller Streets on the south and Webster Street on the west (Attachment 1).

According to the Department of Public Works (DPW), the North of Market neighborhood has experienced a 39 percent increase in surface traffic since the partial closure of the Central Freeway in October 1989 as the result of earthquake damage to the elevated freeway. This project would help mitigate the impact of increased noise and traffic congestion resulting from the diversion of traffic on local streets from the partial closure of the Central Freeway and also offset increased levels of carbon dioxide production for persons who live, work, walk or drive in and through the North of Market Street Central Freeway corridor.

A purpose of this project is to expand environmental awareness by utilizing the contractual services of the firm of Friends of the Urban Forest, a non-profit organization, which is to organize neighborhood residents to plant and maintain the new street trees. DPW chose the firm of Friends of the Urban Forest because of their continuing successful record of working with neighborhood organizations in the planting and maintenance of street trees. Long term maintenance

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

responsibilities will be assumed by property owners of the area after a permit has been issued by DPW and the planting has been completed by the neighborhood group under the supervision of the Friends of the Urban Forest. Under these provisions, there would be no maintenance costs to the City.

All species of tree selections would be in accordance with the current DPW's Trees of San Francisco Management Plan.

The proposed North of Market Tree Mitigation Project would be funded as follows:

State of California Resources Agency (this proposed grant)	\$49,875
1/2 cent Transportation Sales Tax	<u>14,250</u>
Total	\$64,125

**Project Budget:**

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
<b>DPW Bureau of Building Repair</b>			
Sidewalk Cut and Preparation	285	\$50.00	\$14,250
<b>Contractor</b>			
15 Gallon Standard Nursery Stock	285	40.00	\$11,400
Staking Hardware	285	15.00	4,275
Basin Preparation	285	6.98	1,990
Planning and Community Outreach (\$15.60 per hour x 649 hours rounded)			10,120
Staff Supervision of Tree Plantings (\$22.10 per hour x 502 hours rounded)			11,090
Contract Administration (\$17.34 per hour x 575 hours rounded)			<u>9,975</u>
Subtotal			48,850
Contingency (2.1% x \$48,850 rounded)			<u>1,025</u>
Total			\$64,125
<b>Required Match:</b>	\$14,250, from 1/2 cent Transportation Sales Tax, representing 22.22 percent (rounded) of total project cost from tax.		

**Indirect Costs:** None. Not eligible under the provisions of this grant. The grant instructions specify only direct costs as eligible.

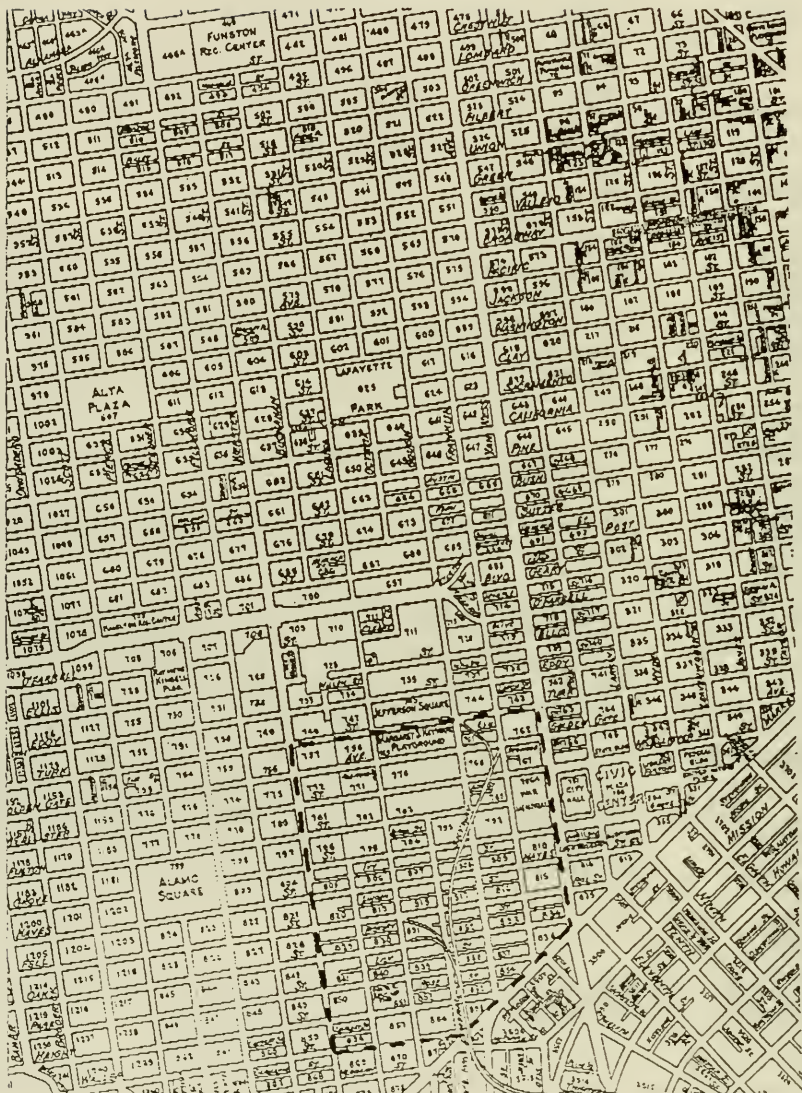
**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Ms. Karen Gellman of the DPW advises that the project's local share will be provided by the FY 1993-94 Transportation Sales Tax appropriation for the planting of street trees. Ms. Gellman further advises that the street trees component for various projects to be undertaken in FY 1993-94 with Transportation Sales Tax monies will be submitted to the Transportation Authority in May 1993. The FY 1992-93 appropriated amount of Transportation Sales Tax for street trees is \$700,000.
2. The DPW has also submitted a request to the State of California Resources Agency under the Environmental Enhancement and Mitigation Program for \$350,000 to plant 745 sycamore and canary island palm trees in the median and along the sidewalks of the proposed Embarcadero Roadway reconstruction project (File 148-92-10). Mr. Leonard Tom of DPW advises that notification of funding for that application is pending.
3. The Grant Application Information Form is attached (Attachment 2).
4. The DPW has completed a Disability Access Checklist which is included in the Board of Supervisors file.
5. Because the application due date was November 30, 1992, and DPW has already applied for this grant, and because the provisions of the grant do not provide for indirect costs, the subject legislation should be amended to approve the grant retroactively and to waive the provision of indirect costs.

**Recommendation:** Amend the title and the resolved clause of the proposed resolution to reflect that authorization to apply for the proposed grant would apply retroactively, and that indirect costs would be waived, and approve the proposed resolution, as amended.

Figure I.  
Project Map





Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Public Works

Contact Person: Dan McKenna Telephone: 554-6700

Project Title: North of Market Tree Mitigation Project

Grant Source: State of California AB471

**Proposed (New / Continuation) Grant Project Summary:**

As part of expanding San Francisco's urban forest, the North of Market Tree Mitigation Project will plant 285 street trees. The project will be an important environmental improvement to the Central Freeway Corridor.

The North of Market neighborhood has experienced a 39% increase in surface traffic since the partial closure of the Central Freeway in October of 1989. This project will mitigate the affects of the increased traffic and expand environmental awareness. The project will utilize the Friends of the Urban Forest to organize neighborhood residents to plant and maintain the new street trees. Long term maintenance responsibilities will be assumed by property owners of the area.

Amount of Grant Funding Applied for: \$49,875

Maximum Funding Amount Available: \$500,000

Required Matching Funds: \$14,250

Number of Positions Created and Funded: No new positions created

Amount to be Spent on Contractual Services: \$49,875

Will Contractual Services be put out to Bid? Yes

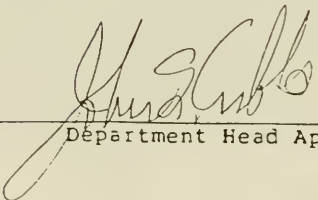
Term of Grant: October 1993 through September of 1994

Date Department Notified of Available funds: August of 1992

Application Due Date: November 30, 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See Attachments

  
\_\_\_\_\_  
Department Head Approval



Item 1k - File 153-93-1

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the Department of Social Services to apply for, accept and expend a continuation Federal Challenge Grant to provide child abuse and neglect prevention and intervention services in Fiscal Year 1993-94; granting the department's request for a waiver of the City's indirect costs and authorizing the General Manager of the Department of Social Services to sign the application/assurance form.

**Grant Amount:** \$896.83

**Grant Period:** March 1, 1993 through February 28, 1994

**Source of Funds:** Federal Challenge grant funds administered through the State Department of Social Services, Office of Child Abuse Prevention

**Project:** Child Abuse Prevention Services

**Description:** The State Department of Social Services, Office of Child Abuse Prevention is authorized, pursuant to Welfare and Institutions Code Sections 18965 through 18968, to make Federal Challenge Grant funds available to counties in providing child abuse and neglect prevention and intervention services. This would be the seventh year the DSS has received the proposed grant funds. The DSS reports that San Francisco has never been allocated much money from this source (\$1,800 to \$11,000), but the proposed allocation is the lowest so far.

Given the small size of the proposed grant, the DSS is requesting a waiver on the City's five percent indirect costs or \$44.84. The proposed grant funds would supplement an existing contract for services provided by the San Francisco Child Abuse Council, a non-profit organization. The San Francisco Child Abuse Council would use the proposed grant funds to supplement funding for training sessions to professional groups, for radio public service announcements and for brochures.

**Budget:** All of the proposed grant funds would be used for contractual services.

**Required Match:** None.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
February 3, 1993 Government Efficiency and Labor Committee Meeting

**Indirect Costs:** The DSS is requesting that indirect costs be waived given the small amount of the proposed grant funds.

**Comments:**

1. Attached is the Summary of Grant Request Form as completed by DSS.
2. The Disability Access Checklist is in the File.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor CHILDREN'S TRUST FUNDS  
 Grantor Contact Person Beth Hardesty Fife  
 Address Office of Child Abuse Prevention  
744 P St., Sacramento, CA 95814  
 Amount (Requested/Approved) \$4,897  
 Term From 3/1/93 To 2/28/94

DSS Program Contract Service  
 Program Contact Person Michael Hancock  
 DSS Contract Manager Walter Maciak  
 Telephone (415) 557-5581

Source of Funds: Federal/State  
FEDERAL CHALLENGE GRANT

Board of Supervisors: Finance Committee: Date \_\_\_\_\_

I. Action:

Request to (apply for) (except and expend) a (new) (continuation) (allocation) grant in the amount of \$ 896.83 for the period beginning 3/1/93 to 2/28/94 to provide Child Abuse Prevention services.

II. Purpose of grant: This grant plus additional Children's Trust Fund monies are used to provide child abuse prevention and intervention services.

III. Outcomes/Objectives: (including number of clients to be served)

Provide 60 training sessions to professional groups;  
Produce PSA's for 20 radio spots;  
Produce 2000 child abuse response brochures.

IV. Effects of reduction/termination of these funds:

The grant amount is too small to impact an overall contract service.

V. Expenditures:

	Col. A	Col. B	Col. C	Col. D	Req. Match
	(Last Fiscal Year)	(Current Year if Any)	(Proposed)	(Change)	
Grant Amount	1,806	4,897	897		
Personnel					
Equipment					
Contracts	1,806	4,652	897		
Mat. & Supplies					
Facilities/Space					
Other					
Indirect Costs		245			

VI. City Civil Service Personnel:

	No. & Class	No. & Class	No. & Class	No. & Class	No. & Class
	0	0	0	0	0

VII. Brief description of service to be purchased by contract:

Provide education and promote public awareness of child abuse and neglect and the resources available for intervention and treatment.

VIII. Contractual Services: Open Bid X

Sole Source \_\_\_\_\_



Item 2 - File 174-91-1

**Note:** This item was continued at the December 8, 1992 Administrative and Oversight Committee meeting.

1. The proposed resolution would create the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors.

2. The Civil Service System Reform Advisory Committee would review information on the following issues:

- Appointments on the basis of merit and fitness;
- Allocation of positions in the various classes of the classification;
- Pay-for-Performance as a substitute for salary standardization;
- Provisions for early retirement;
- Rules governing applications, practice/sample examinations, examinations, eligibility, duration of eligible lists, certification of eligible candidates, appointments, promotions, transfers, resignations, and filling of temporary and permanent positions.

The Committee would also review all reports and legislation relating to Civil Service.

3. The resolution proposes that the Board of Supervisors appoint 12 members to the Civil Service System Reform Advisory Committee, which would consist of the following:

- One member of the Civil Service Commission
- General Manager of Personnel of the Civil Service Commission
- Director of Employee Relations
- One member of the Mayor's Fiscal Advisory Committee
- One representative nominated from each of the City's three largest departments
- Five representatives nominated from the public employee labor organizations representing employees of the City and County.

4. The proposed resolution also provides a deadline for submittal of findings and recommendations of the Civil Service System Reform Advisory Committee to the Board of Supervisors of April 1, 1992, which would have been approximately nine months from the date the proposed resolution was first introduced. If the Board of Supervisors approves the proposed resolution, the proposed resolution should be amended to set a deadline of November 1, 1993, approximately nine months from the time the proposed resolution could be

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

adopted, in order to allow the Commission sufficient time to submit its findings and recommendations. Under the proposed resolution, once the Board of Supervisors receives the findings and recommendations, the Civil Service System Reform Advisory Committee would be disbanded.

### Comments

1. The proposed resolution specifies that the members of the Civil Service System Reform Advisory Committee would serve without compensation.

2. According to Mr. Al Walker of the Civil Service Commission, Civil Service would expect to incur an undetermined in-kind cost for supplies and clerical support in producing the report containing the findings and recommendations. Mr. Walker also reports that other City employees may be called upon by the Committee as resource people. In addition, five members of the Civil Service Reform Advisory Committee would be City employees. As such, the City would incur an unknown in-kind cost of allocating staff time to the proposed Advisory Committee.

3. The Civil Service Commission has provided the attached memos that describe some of their activities in regard to the issues that the proposed Civil Service System Reform Advisory Committee would be addressing. Mr. Walker reports that approximately 100 obsolete classifications have been eliminated since the attached letters were written and that another 100 are being actively considered for elimination at this time.

### Recommendations

1. If the Board of Supervisors approves the proposed resolution, it should be amended to change the deadline for submittal of findings and recommendations to the Board of Supervisors from April 1, 1992 to November 1, 1993.

2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.



To: Board of Supervisors Budget Analyst  
Attn: Merlin

December 3, 1992

Fax # 252-0461

Merlin:

In response to your request, I am enclosing a draft copy of our recent letter to the Mayor concerning steps we are taking to reduce the number of classifications. You can get a copy on Commission letterhead and a copy of the attachment referred to, from Al Walker or Sandy, his secretary. (554 -4722).

I can offer the following comments about the status of the agenda topics listed in your fax for the proposed Civil Service System Reform Advisory Committee.

#### **Appointments on the basis of fitness and merit**

Our plans for cutting the number of classifications from the prior 2,000 to under 1,000 will effectively double the average number of opportunities to which an employee could be promoted on the basis of fitness and merit.

#### **Allocation of positions to classes**

The Civil Service Commission lacks the funds to do a City-wide classification study, although the last such study was done over 30 years ago. We are currently doing large classification studies in Department of Social Services and in the data processing classes.

As a preparatory step for reducing the number of classifications, we are checking the market rates of salaries paid to a significantly increased list of positions this year. Such data will help us decide which classes could be combined. As part of this effort, we have expanded the proposed number of benchmarks from 52 to 80, and will be surveying salaries of over 100 additional classes. These proposed benchmark changes and salary surveys are now the subject of meet and confer with employee organizations.

#### **Pay for performance vs. salary standardization**

While I believe Pay for Performance offers a number of possible benefits to the City, it requires that we first have in place a performance evaluation system which is trusted and accepted by employees. To accomplish this, we developed, and introduced on a trial basis effective July 1, 1992, a new, performance evaluation system for managers which zeroes in on their specific goals and actual accomplishments vs. these goals. A new system is also being developed for rank and file employees. We have announced that the results of the first reports from new system for managers will be reviewed next spring. Then with any updates, the new system for managers will begin July 1, 1993. During 1993, I also expect to see a new system introduced for the remaining employees.

**Provisions for early retirement**

Several months after the date the proposed committee was announced, the City actually tried an early retirement program with mixed results. The reasons why departments filled positions that the ordinance said would be left vacant need to be reviewed.

**Rules governing applications, exams, eligible lists, certification of eligibles, etc.**

In November of 1991, several months after the date the proposed committee was announced, the voters approved Propositions B (Collective Bargaining) and C, D & E (Civil Service Reform). Propositions C, D and E allow the Commission to revise personnel rules in the above areas, in a process involving meeting and conferring with labor unions.

The Civil Service Commission has now drafted revised rules to overcome a number of major problems identified in these areas. Proposed rules governing certification and examinations are now the subject of meet and confer sessions with employee organizations. The proposed new rules are designed to modernize our archaic personnel management processes, broaden job opportunities for individual employees and assure fair treatment of our diverse workforce.

**Other working groups**

In addition to this work now being done by the Civil Service Commission, there was a study of personnel management problems completed by the Mayor's Fiscal Advisory Committee (MFAC) in July 1992, and there is currently a Board of Supervisors' panel looking at Civil Service reforms, under the direction of supervisor Migden. The Controller's Department Performance Audit group has also been studying Civil Service for over a year. It's report is expected within a few weeks.

I hope this information is helpful in preparing your report.



Lee Munson

## City and County of San Francisco

## Civil Service Commission

November 9, 1992



The Honorable  
Frank M. Jordan, Mayor  
City and County of San Francisco  
Room 200 City Hall  
San Francisco, CA 94102

Dear Mayor Jordan:

Thank you for your letter of October 23, 1992, in which you expressed concern about the number of classes we have and asked us to avoid creating new classes. Please be assured that the Commission has been concerned for some time about the large number of classes and sees a major reduction in their number as an essential step in streamlining City government. Early this year, we directed staff to cut the number of classes significantly. Some of the important actions we have taken toward this goal are:

1. Policy

The Commission has set a specific goal of reducing the number of classes from the current number, 1,783, to 1,000 or less by year-end 1996. Generally, we do avoid creating new classes. Sometimes, critical situations arise where a department's problems are best solved by using new classes. However, our policy in such cases is to ask the department to give-up an offsetting number of other classes.

For example, in the recent classification study of the Department of Social Services - a large study done by an outside consulting firm - the number of classes to be deleted offset the number of new classes proposed. The Commission was not satisfied with this and asked for further reductions in the number of classes proposed.

2. Canceling Inactive Classes

Our staff recently notified all departments of their intent to recommend deletion of the inactive classes on the attachment - 206 classes for which there are currently no budgeted positions. Before taking final action, we notified City department heads of our plans and asked for their comments. Unless their comments are very persuasive, we will cancel all of these classes. This action will cut the number of classes citywide by over 10%.

3. Consolidation of Classes

Our staff is currently doing an intensive review of the Classification Plan to identify classes we might consolidate, based on a similarity in duties, responsibilities and pay. There are clearly opportunities for cutting the number of classes using this approach. I expect the Commission will take action on many of these class consolidations in early 1993.

4. Budget Process

In the 1993-94 budget instructions, we included a directive to City departments asking them to minimize the creation of additional "A" classes. Departments normally can create new "A" classes for new positions approved in the budget process. This time, however, we will review each request for a new position and will urge departments to use only existing classes. "A" class numbers will no longer be issued by the Controller, but will be controlled by Civil Service and will only be issued on a very restricted basis.

5. Combining Exempt and Civil Service Positions in the Same Class

Historically, the City has used separate classes for exempt positions. These positions now use 327 classes - 175 of which are single position classes. Civil Service classes may exist with similar duties and responsibilities. In our current review of the Classification Plan, we expect to identify a number of exempt classes we can combine with civil service classes.

6. Broadening Selection Rules and Revising Examination Rules

As you know, the new Charter amendments approved in November 1991 allow the Commission to revise a number of archaic rules. These rules were the primary cause of the number of classes and other inefficiencies now costing the City over \$20 million per year.

In 1990, the Commission began this charter amendment project by holding four months of public hearings. The Commission subsequently drafted the proposed charter amendments and worked actively with groups citywide to obtain support for these changes. The amendments approved by the voters will allow changes to the civil service system that can provide new incentives to both managers and employees for significantly reducing the number of classes. After holding public hearings in early 1992 to obtain input from managers and unions, the Commission drafted new rules for the selection process, exams, dismissals and other areas.

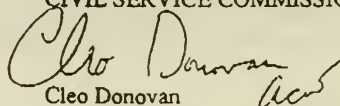
These draft rules must go through the "meet and confer process". City labor unions are now meeting with Carl Bunch to discuss selection and dismissal rules. We are willing to work out reasonable solutions to problems that the unions may have. This process could last for several months, however, based on present indications.

We should be able to combine significant numbers of classes after we complete the meet and confer process and are actually using broader selection rules for certain classes. Also, with new exam rules in place, we can develop procedures for using the same basic test and classification for certain similar jobs, with separate tests for specialized skills.

In summary, we are working to streamline personnel management in City government by reducing the number of classes, by expanding the number of benchmarks used in salary setting, and with other programs. We would welcome an opportunity to meet with you to discuss these programs and would be happy to work with your office on these and other programs to help streamline our City and County government.

Respectfully,

CIVIL SERVICE COMMISSION

  
Cleo Donovan  
President

Attachment

cc: Members of the Civil Service Commission  
Albert C. Walker, General Manager, Personnel  
Carl Bunch, Director, Employee Relations Division



City and County of San Francisco

Civil Service Commission



## MEMORANDUM

DATE : October 16, 1992

TO : Department Heads  
Personnel Officers

FROM : Albert C. Walker  
General Manager, Personnel

SUBJECT: ABOLISHMENT OF OBSOLETE AND UNUSED CLASSES

Beginning on the reverse side of this memorandum and continuing on the attached pages is a roster of 206 classes for which there are no authorized positions in the Annual Salary Ordinance. It is the Civil Service Department staff's preliminary evaluation that these classes are obsolete and should be abolished.

The distribution of these 206 classes is as follows:

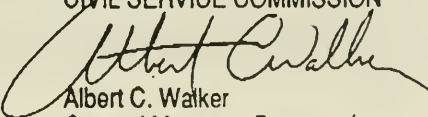
Civil Service Classes	(Filled by Examination)	126
Exempt Classes	(Filled by Appointment)	33
"A" Classes	(Unclassified)	<u>47</u>
TOTAL		206

Please review the classes on the attached roster to determine whether there is any reason that these classes should not be forwarded to the Civil Service Commission with a recommendation to abolish. The 47 "A" Classes are proposed for administrative deletion following this review.

Please notify Ms. Linda Lee, Supervisor, Civil Service Classification Unit, Room 350, 44 Gough Street, San Francisco, CA 94103, by Friday, November 6, 1992 in writing of any reason for not abolishing these classes. It is anticipated that the Civil Service Commission will be requested to abolish those classes finally determined to be obsolete at its meeting of Monday, December 7, 1992.

Thank you for your cooperation.

CIVIL SERVICE COMMISSION



Albert C. Walker  
General Manager, Personnel

(1692B)

CLS 1.53 : Active Classes that are a: Unused Classes

September 29, 1992

City and County of San Francisco - Civil Service Commission  
Job Classes : CLS 1.53  
Selected Active Job Classes  
Detail by Total Position Count and Job Class

Status Codes: Expn, Exempt Indicator : Blank = Civil Service

E = Exempt

Expn, Exam Status : Blank = Not in Progress  
A = Announcement Issued  
C = Continuous Testing  
D = Under Development

Lst, List Status : E = Exhausted or N/A  
O = Open or Active List

Total Posit	Class	Class Title	[- Status -] Expn Exam Lst Prd			Total Emp	Acty RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	0155	SECRETARY TO CH OF DEPT(FIRE DEPT).....	E	E	E	0	0	0	0		3,150	
0	0227	COURT MANAGEMENT SYSTEM COOR., MUNI CT..	E	E	E	0	0	0	0		3,834	
0	0245	COURT COMPUTER OPERATOR MGR., MC.....	E	E	E	0	0	0	0		5,058	
0	0247	ASST COURT COMPUTER OPERATION MGR., MC..	E	E	E	0	0	0	0		0	
0	0283	ASST CRIMINAL CALENDAR COORDINATOR.....	E	E	E	0	0	0	0		3,750	
0	0300	DEPUTY CLERK, MUNICIPAL COURT.....	E	E	E	0	0	0	0		0	
0	0354	MEMBER, PARKING AUTHORITY.....	E	E	E	0	0	0	0		50	
0	0395	ASSISTANT CHIEF OF POLICE.....	E	E	E	0	0	0	0		4,223	
0	0520	POLICE SURGEON.....	E	E	E	0	0	0	0		1,769	
0	0586	CIVIL JURY COORDINATOR.....	E	E	E	0	0	0	0		2,084	
0	0593	ASSISTANT PERSONNEL ANALYST, SUPERIOR CT	E	E	E	0	0	0	0		1,414	
0	0594	PERSONNEL CLERK, SUPERIOR COURT.....	E	E	E	0	0	0	0		1,131	
0	0632	JUVENILE ADMIN SERVICES.....	E	E	E	0	0	0	0		1,526	
0	0635	ASST. COURT COMMISSIONER, SUP COURT.....	E	E	E	0	0	0	0	MEA	0	
0	0638	CRIMINAL COURTS ADMINISTRATOR.....	E	E	E	0	0	0	0		2,557	
0	0670	CHIEF CALENDAR CLERK, SUP COURT.....	E	E	E	0	0	0	0		1,600	
0	0672	CHIEF ASST. CALENDAR CLERK, SUP COURT...	E	E	E	0	0	0	0		1,666	
0	0679	SEC TO EXEC OFFICER, SUPERIOR COURT.....	E	E	E	0	0	0	0		2,252	
0	0735	RESEARCH ASSISTANT.....	E	E	E	0	0	0	0		15	
0	0740	MEMBERS (6) BOARD OF EXAMINERS.....	E	E	E	0	0	0	0		15	
0	0750	MEMBERS (5), ABATHENT APPEALS COMMITTEE.	E	E	E	0	0	0	0		50	
0	0755	REVIEW BOARD.....	E	E	E	0	0	0	0		10	
0	0756	MEMBER, RESIDENTIAL USERS APPEAL BOARD..	E	E	E	0	0	0	0		100	
0	0757	MEMBERS (5), INDUSTRIAL WASTE REVIEW BD.	E	E	E	0	0	0	0		15	
0	0760	MEMBER, SEISMIC INVES & HAZ. SUR ADV COM	E	E	E	0	0	0	0		150	
0	0836	MEMBER, PAROLE COMMISSION.....	E	E	E	0	0	0	0		3,641	1842
0	0842	JUVENILE SERVICES COORDINATOR.....	E	E	E	0	0	0	0	MEA	2,660	1842
0	1736	ASSISTANT COUNTY CLERK.....	E	E	E	0	0	0	0	MEA	3,187	1842
0	1842	COUNTY CLERK.....	E	E	E	0	0	0	0			
0	1212	TIMEROLL AUDIT CLERK.....	E	E	E	0	0	0	0			
0	1214	SENIOR TIMEROLL AUDIT CLERK.....	E	E	E	0	0	0	0			
0	1215	PRINCIPAL TIMEROLL AUDIT CLERK.....	E	E	E	0	0	0	0			
0	1274	DIRECTOR, BUR OF PERSONNEL AND SAFETY...	E	E	E	0	0	0	0	LOCAL	790	1,565
0	1277	ASST DIV MANAGER, SALARY STAND & EMP REL	E	E	E	0	0	0	0	LOCAL	100	1,444
0	1279	CHIEF OF TECH SELECTION SERVICES.....	E	E	E	0	0	0	0	MEA	3,108	1242
0	1280	ASSISTANT GENERAL MANAGER, PERSONNEL....	E	E	E	0	0	0	0	MEA	3,426	1242
0	1288	ASSISTANT GENERAL MANAGER, PERSONNEL....	E	E	E	0	0	0	0	MEA	3,633	9998



CLS 1.53 : Active Classes that are a: Unused Classes

September 29, 1992

Total Posit	Class	Class Title	[-- Status --] Exp Exm Lst Prd	Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	1330	CONSUMER RELATIONS REP.	E 6	0	0	0	0	LOCAL 790	1,310	1314
0	1494	CLERK I.	E 6	0	0	0	0	LOCAL 790	792	1444
0	1495	CLERK II.	E 6	0	0	0	0	LOCAL 790	956	1444
0	1496	CLERK III.	E 6	0	0	0	0	LOCAL 790	1,078	1444
0	1497	SUPERVISING CLERK I.	E 6	0	0	0	0	LOCAL 790	1,255	1444
0	1574	EXECUTIVE SECRETARY TO THE CONTROLLER.	E 12	0	0	0	0	LOCAL 790	1,381	1842
0	1742	SENIOR BLUEPRINTING MACHINE OPERATOR.	E 6	0	0	0	0	LOCAL 790	1,136	1760
0	1825	MANAGEMENT ANALYST.	E 12	0	0	0	0	MEA	2,365	1842
0	1828	SENIOR ASSOCIATE BUDGET ANALYST.	E 12	0	0	0	0	MEA	2,496	1842
0	1846	EXECUTIVE ASSISTANT, MAYOR'S OFFICE.	E 12	0	0	0	0	MEA	2,209	1842
0	1848	MAYOR'S PROGRAM CONSULTANT.	E 6	0	0	0	0	MEA	1,637	1842
0	1851	MAYOR'S SENIOR PROGRAM MANAGER.	E 12	0	0	0	0	MEA	3,479	1842
0	1857	DIRECTOR OF INFORMATION.	E 12	0	0	0	0	MEA	3,155	1314
0	1859	ASST TO THE DIRECTOR OF INFORMATION.	E 12	0	0	0	0	MEA	1,818	1314
0	1866	MGR. BUREAU OF PERFORM MONITORING, PUC.	E 6	0	0	0	0	MEA	2,754	1842
0	1887	MGR. BUREAU OF CLAIMS & CONTRACTS, PUC.	E 6	0	0	0	0	MEA	3,836	9998
0	1895	ASST GEN MGR. ADMIN. BUR OF ADMIN. PUC.	E 6	0	0	0	0	MEA	3,953	9998
0	1898	EXEC DEPUTY FOR PROGRAM AND FISCAL ADM.	E 6	0	0	0	0	MEA	3,719	9998
0	1940	STORES AND EQUIPMENT SUPERVISOR.	E 12	0	0	0	0	LOCAL 790	1,985	1934
0	1954	PURCHASER.	E 12	0	0	0	0	LOCAL 790	1,773	1952
0	2394	CENTRAL PROCESSING AND DISTR SUPV.	E 12	0	0	0	0	MEA	2,766	2312
0	2425	RADIOLOGIC TECHNOLOGIST I.	E 6	0	0	0	0	LOCAL 790	1,543	2312
0	2426	RADIOLOGIC TECHNOLOGIST II.	E 6	0	0	0	0	LOCAL 790	1,603	2312
0	2427	RADIOLOGIC TECHNOLOGIST III.	E 6	0	0	0	0	LOCAL 790	1,698	2312
0	2441	DIAGNOSTIC MEDICAL SONOGRAPHER I.	E 6	0	0	0	0	LOCAL 790	1,580	2312
0	2465	VIROLOGIST.	E 12	0	0	0	0	LOCAL 790	2,496	2444
0	2484	PUBLIC HEALTH ASSISTANT TOXICOLOGIST I.	E 6	0	0	0	0	LOCAL 21	1,642	2444
0	2546	HANDICRAFT INSTRUCTOR.	E 6	0	0	0	0	LOCAL 250	1,414	2312
0	2702	DRESSING ROOM ATTENDANT.	E 6	0	0	0	0	LOCAL 250	1,414	2312
0	2816	CHIEF, BUREAU OF RECORDS AND STATISTICS.	E 12	0	0	0	0	MEA	1,853	1652
0	2892	DEPUTY DIRECTOR FOR INSTITUTIONS, DPH.	E 6	0	0	0	0	MEA	4,352	9998
0	2894	PROGRAM CHIEF, COMMUNITY PUBLIC HEALTH.	E 12	0	0	0	0	MEA	4,416	9998
0	2945	CHILDREN'S SERVICES INVESTIGATOR.	E 6	0	0	0	0	LOCAL 535	3,047	2910
0	2951	COMMUNITY SERVICES COORDINATOR.	E 12	0	0	0	0	LOCAL 535	2,472	2910
0	2980	SPECIALIST II, HUMAN RIGHTS COMMISSION.	E 12	0	0	0	0	LOCAL 535	1,342	1242
0	2993	ASST TO THE DIRECTOR, COMM ON THE AGING.	E 12	0	0	0	0	LOCAL 535	1,791	1842
0	2995	AFFIRMATIVE ACTION OFFICER, HRC.	E 12	0	0	0	0	LOCAL 535	1,650	1242
0	2997	SPECIALIST I, HUMAN RIGHTS COMMISSION.	E 12	0	0	0	0	LOCAL 790	1,163	1242
0	3137	ASST GEN MGR FOR FIN & PROP, REC & PARK.	E 6	0	0	0	0	MEA	3,359	9996
0	3210	ATHLETIC ATTENDANT.	E 6	0	0	0	0	LOCAL 790	6	3284
0	3226	GOLF COURSE STARTER.	E 6	0	0	0	0	LOCAL 790	1,104	3284
0	3228	ASST DIRECTOR, GOLF COURSE OPERATIONS.	E 12	0	0	0	0	LOCAL 790	1,871	3284
0	3240	DRAMA INSTRUCTOR.	E 6	0	0	0	0	LOCAL 790	1,323	3284
0	3301	VENDOR HELPER.	E 6	0	0	0	0	LOCAL 790	6	3284
0	3305	RIDES ATTENDANT HELPER.	E 6	0	0	0	0	LOCAL 790	6	3284
0	3462	ASST DIRECTOR, GOLF COURSE MAINTENANCE.	E 6	0	0	0	0	LOCAL 261	1,918	7514
0	3478	DIR OF MKTG & OPERS, CANOLESTICK PARK.	E 12	0	0	0	0	MEA	2,764	1842
0	3526	MUSEUM CONSERVATOR ASSISTANT.	E 6	0	0	0	0	LOCAL 790	1,237	3542
0	3530	GRANTEE.	E 6	0	0	0	0	LOCAL 790	156	3384

CLS 1.53 : Active Classes that are a: Unused Classes

September 29, 1992

Total Posit	Class	Class Title	(- Status -) Prob Exp Exm Lst Prd		Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	3532	PROGRAM MGR, KALW RADIO STATION.....	E	12	0	0	0	MEA	1,723	1314
0	3533	GENERAL MGR, KALW RADIO STATION.....	E	12	0	0	0	MEA	2,033	1314
0	3534	MUSEUM PHOTOGRAPHER.....	E	6	0	0	0	LOCAL	790	1770
0	3584	DEPUTY DIR FOR OPER, FINE ARTS MUSEUMS...	E	0	0	0	0	MEA	3,047	1842
0	3585	DEP DIR FOR EDUC AND EXHIBIT, MUSEUMS...	E	0	0	0	0	MEA	3,047	1842
0	3589	ASST DIR, ADMIN CENTER FOR ASIAN ART...	E	12	0	0	0	MEA	2,124	1842
0	3590	TECH INSTRUCT ASST, ENGLISH READER.....	E	0	0	0	0	LOCAL	790	3593
0	3644	CITY ARCHIVIST.....	E	6	0	0	0	LOCAL	1,936	3630
0	3668	ASSISTANT CITY LIBRARIAN.....	E	12	0	0	0	MEA	3,313	1842
0	4110	RENTAL PROPERTY SUPERVISOR.....	E	12	0	0	0	MEA	2,242	4261
0	4130	CONVENTION FACILITIES ASSISTANT MANAGER...	E	12	0	0	0	MEA	1,994	4261
0	4336	LICENSE BUREAU ASSISTANT SUPERVISOR.....	E	6	0	0	0	LOCAL	790	1444
0	5108	DIR, GENERAL SERVICES DIV, STUSD.....	E	12	0	0	0	MEA	3,199	7334
0	5111	DEPUTY FOR DEVELOPMENT.....	E	12	0	0	0	MEA	4,059	1842
0	5226	TRAFFIC SURVEY CODER-INTERVIEWER.....	E	6	0	0	0	LOCAL	21	1444
0	5284	ADMINISTRATIVE REVIEW OFFICER.....	E	12	0	0	0	LOCAL	21	7344
0	5286	ENVIRONMENTAL REVENUE OFFICER.....	E	12	0	0	0	MEA	2,819	7344
0	5287	TRANSIT PLANNER I.....	E	6	0	0	0	LOCAL	21	1,484
0	5365	STREET ASSESSMENT COORDINATOR.....	E	6	0	0	0	LOCAL	21	1,946
0	6218	INSP WEIGHTS & MEASURES TRAINEE.....	E	6	0	0	0	MEA	1,298	3450
0	6336	PROPERTY REHABILITATION MANAGER.....	E	12	0	0	0	MEA	3,187	7344
0	7124	MAINT AND REPAIR SUPT HETCH HETCHY PROJ.	E	12	0	0	0	LOCAL	38	3,093
0	7128	POWER HOUSE SUPERINTENDENT.....	E	12	0	0	0	LOCAL	6	2,843
0	7234	TRANSPORTATION EQUIPMENT SHOP SUPERVISOR	E	12	0	0	0	LOCAL	6	2,737
0	7312	CHAUFFEUR.....	E	6	0	0	0	LOCAL	790	826
0	7320	PROPERTY STAGE HAND.....	E	6	0	0	0	LOCAL	261	17
0	7327	GRANITE CUTTER.....	E	6	0	0	0	LOCAL	1,484	7514
0	7369	APPRENTICE SHEET METAL WORKER.....	E	6	0	0	0	LOCAL	1,966	7344
0	7371	STAGE CARPENTER.....	E	6	0	0	0	LOCAL	17	7344
0	7414	BLACKSMITH'S FINISHER.....	E	6	0	0	0	LOCAL	1,634	7381
0	7426	ELEVATOR OPERATOR.....	E	6	0	0	0	LOCAL	790	1,078
0	7442	WATER METER REPAIR HELPER.....	E	6	0	0	0	LOCAL	38	1,273
0	8134	CONFIDENTIAL CRIME REPORTER.....	E	6	0	0	0	LOCAL	790	1,535
0	8136	SENIOR CONFIDENTIAL CRIME REPORTER.....	E	6	0	0	0	LOCAL	790	1,690
0	8140	RETIEMENT SYSTEM INVESTIGATOR.....	E	6	0	0	0	LOCAL	790	1,698
0	8144	PSYCHIATRIC INVESTIGATOR, DIST ATTORNEY...	E	12	0	0	0	LOCAL	790	2,779
0	8145	PRINCIPAL PUBLIC DEFENDER'S INVEST.....	E	12	0	0	0	LOCAL	790	2,496
0	8154	CONSUMER MEDIATION REPRESENTATIVE.....	E	6	0	0	0	LOCAL	1,421	8146
0	8195	EXEC DIR, MAYOR'S CRIM JUSTICE COUNCIL...	E	12	0	0	0	LOCAL	3,107	1842
0	8303	SHERIFF'S CIVIL PROCESS ASSISTANT.....	E	6	0	0	0	LOCAL	1,407	8304
0	8422	ASSISTANT NEIGHBORHOOD COORDINATOR.....	E	6	0	0	0	LOCAL	1,279	8440
0	8423	NEIGHBORHOOD COORDINATOR.....	E	12	0	0	0	LOCAL	1,558	8440
0	8424	SENIOR NEIGHBORHOOD COORDINATOR.....	E	12	0	0	0	LOCAL	1,955	8440
0	8425	COURT COORDINATOR, SAFE.....	E	12	0	0	0	LOCAL	2,156	8440
0	8448	COURT ALTERNATIVE SPECIALIST II.....	E	12	0	0	0	LOCAL	1,862	8440
0	9125	CHIEF TRANSIT INFORMATION CLERK.....	E	6	0	0	0	LOCAL	1,658	1444
0	9160	SENIOR CLAIMS ADJUSTER.....	E	6	0	0	0	LOCAL	790	2,793

CLS 1.53 : Active Classes that are a: Unused Classes

September 29, 1992

Total Posit	Class	Class Title	[- Status -] Exp Fm Lst Prd			Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	9177	DIRECTOR OF SYSTEMS SAFETY.....	E	12	E	0	0	0	0	MEA	3,217	5204
0	9192	TRANSIT ENVIRONMENTAL COORDINATOR.....	E	12	E	0	0	0	0	MEA	2,772	5278
0	9335	MARINE FIRE AND BOILER OPERATOR.....	E	6	E	0	0	0	0	LOCAL	1,573	7328
0	9336	HEAD DREDGE LEVER OPERATOR.....	E	6	E	0	0	0	0	LOCAL	2,104	7328
0	9340	DREDGING SUPERVISOR.....	E	12	E	0	0	0	0	LOCAL	2,264	7328
0	9362	ASST SUPT, HARBOR MAINT, BLOS AND SYS..	E	6	E	0	0	0	0	LOCAL	2,835	7355
0	9365	SR ESTIMATOR, HEAVY CONSTRUCTION, PORT..	E	12	E	0	0	0	0	LOCAL	21	5204
0	9372	ASSOC ESTIMATOR OF HEAVY CONSTRUCTION...	E	6	E	0	0	0	0	LOCAL	21	5204
0	9401	PROGRAM MONITOR I, CITY DEMONSTR AGENCY.	E	6	E	0	0	0	0	LOCAL	790	5278
0	9403	PROGRAM MONITOR II, CITY DEMONSTR AGENCY	E	6	E	0	0	0	0	LOCAL	790	5278
0	9411	CITIZEN PARTICIPATION REHAB MONITOR.....	E	6	E	0	0	0	0	LOCAL	790	5278
0	9458	PRG MONITOR ASST, CITY DEMONSTR AGENCY.	E	12	E	0	0	0	0	LOCAL	790	5278
0	9710	EMPLOYMENT AND TRAINING SPECIALIST V..	E	12	E	0	0	0	0	MEA	3,108	1242
0	9714	DIR, MAYOR'S OFFICE OF EMP AND TRAINING..	E	12	E	0	0	0	0	MEA	3,777	1242
0	9730	STAFF AIDE I, SPECIAL PROJECT.....	E	6	E	0	0	0	0	MEA	847	1842
0	9778	DEPUTY EXECUTIVE DIRECTOR O.C.D.....	E	6	E	0	0	0	0	MEA	3,482	9998
0	9780	EXECUTIVE DIRECTOR O.C.D.....	E	6	E	0	0	0	0	MEA	3,970	9998
0	9918	PUBLIC SERVICE AIDE-SECURITY.....	E	6	E	0	0	0	0	LOCAL	911	8304
0	9926	PUBLIC SERVICE AIDE-LEGAL ENFORCEMENT...	E	6	E	0	0	0	0	LOCAL	838	2312
0	9940	PUBLIC WORKS AIDE.....	E	6	E	0	0	0	0	LOCAL	7	7514
0	9951	NEIGHBORHOOD YOUTH CORPS TRAINEE.....	E	6	E	0	0	0	0	LOCAL	0	1444
0	9953	GROUP LEADER NEIGHBORHOOD YOUTH CORPS	E	6	E	0	0	0	0	LOCAL	0	1444
0	9957	SUPERVISOR NEIGHBORHOOD YOUTH CORPS...	E	6	E	0	0	0	0	LOCAL	0	1444
0	9980	FIRE SAFETY TECHNICIAN.....	E	6	E	0	0	0	0	LOCAL	790	10
0	9990	COMMUNITY LIAISON OFFICER (FACE).....	E	6	E	0	0	0	0	LOCAL	790	1,835
0	8516	SENIOR CLERK-TYPIST.....	E	6	E	0	0	0	0	LOCAL	790	1,197
0	H 17	MEDICAL COORDINATOR.....	E	0	E	0	0	0	0	LOCAL	790	1,197
												1444
												2,051



Item 3 - File 47-92-8

**Item:** Ordinance approving and adopting Vallejo Street Garage legal documents and authorization for management agreement.

**Description:** Sections 17.14 and 17.15 of the Administrative Code require the San Francisco Parking Authority to submit proposed lease documents, invitations to bids, and related legal documents concerning the operation of City-owned parking facilities for review and approval by the Board of Supervisors. The Administrative Code states that this provision is designed to ensure that the use of a parking facility will be in the public interest. The documents must include the authorized uses of the facility, the term (duration) of the proposed management agreement, proposed parking rates and hours of operation, and any applicable restrictions on monthly and all-day parking, and must also provide for subsequent modification of these provisions (except the term of the agreement) by the Board of Supervisors.

The proposed ordinance would approve and adopt proposed bid documents and a proposed management agreement concerning the Vallejo Street Garage, a City-owned parking facility located at 766 Vallejo Street, between Stockton and Powell Streets.

In November, 1992, the Board of Supervisors approved an ordinance (File 47-92-7) which authorized the Parking Authority to terminate an existing lease with Metropolitan Parking Corporation for the Vallejo Street Garage and to execute an interim lease until a public bidding procedure for long-term operation of the garage was completed. The documents which would be approved under the proposed ordinance would be used to conduct such a bidding procedure for long-term operation of the garage.

The proposed ordinance would only approve the form of the proposed documents and authorize the Director of Property to seek competitive bids for the operation and management of the Vallejo Street Garage. The actual award of a management agreement would be subject to subsequent approval by the Board of Supervisors.

**Comments:** 1. The documents submitted by the Parking Authority reflect that the proposed management agreement would be for a period of five years, commencing upon execution of the management agreement between the City and the successful bidder.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
February 3, 1993 Government Efficiency and Labor Committee Meeting

2. Under the proposed management agreement, the garage would be open to the public 365 days per year: Mondays through Saturdays from 6:00 a.m. to 2:00 a.m. the following morning, and Sundays and holidays from 9:00 a.m. to 12:00 midnight.

3. Under the proposed management agreement, the parking rates which would be charged per vehicle at the Vallejo Street Garage are as follows:

<u>Hourly Parking (before 6:00 p.m.)</u>	<u>Parking Charge</u>
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0 - 1 hour	\$1.00
1 - 2 hours	2.25
2 - 3 hours	4.50
3 - 4 hours	6.25
4 - 5 hours	8.75
5 - 6 hours	10.50
More than 6 hours	12.75

<u>Hourly Parking (after 6:00 p.m.)</u>	<u>Parking Charge</u>
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0 - 1 hour	\$1.50
1 - 2 hours	3.25
2 - 3 hours	5.00
3 - 4 hours	7.00
More than 4 hours	10.00

<u>Motorcycle Parking</u>	<u>Parking Charge</u>
---------------------------	-----------------------

0 - 1 hour	\$0.75
1 - 2 hours	1.50
2 - 3 hours	2.25
3 - 4 hours	3.00
4 - 5 hours	3.75
More than 5 hours	4.50

<u>Monthly Parking</u>	\$275.00 per month
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<u>24-hour Parking/Lost Ticket Charge</u>	\$22.75
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These rates are identical to the rates which are currently in effect at the Vallejo Street Garage, which were last increased by the Board of Supervisors in July, 1992 (File 47-92-4), except for the proposed rates for motorcycle parking, which is not currently available at the Vallejo Street Garage. The Vallejo Street Garage would institute motorcycle parking for the first time under the proposed management agreement.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



4. The proposed management agreement states that the garage operator would receive a management fee based on a stipulated percentage of gross revenues. Gross revenues are defined as all revenues received as a result of garage operations, less the City's parking tax. The balance of parking revenues would be kept by the City. The specific percentage of gross revenues which would be paid by the City to the garage operator as a management fee will be determined through the competitive bidding process. It is anticipated that the garage operator who submits the lowest percentage of gross revenues will be the winning bidder.

All revenues received by the garage would be deposited by the garage operator to a Revenue Account which would be under the City's exclusive control. The City would pay the applicable monthly management fee to the garage operator from the Revenue Account.

5. Under the previous agreement with the Metropolitan Parking Corporation, which was terminated by the City in October, 1992, the City received all parking tax revenues and 70.28 percent of parking revenues paid to the garage, and the garage operator retained the remaining 29.72 percent of parking revenues. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, since the termination of the previous lease with the Metropolitan Parking Corporation, the Vallejo Street Garage has been operated on an interim basis by the City Parking Company, under the same terms and conditions as the City's previous lease with the Metropolitan Parking Corporation.

6. The Department of Parking and Traffic (DPT) has estimated that the Vallejo Street Garage will generate approximately \$850,000 in total revenues in fiscal year 1992-93, including \$680,000 in parking revenues and \$170,000 in parking taxes (at the current parking tax rate of 25 percent).

Based on the terms of the current lease, DPT estimated that total revenues to the City from the Vallejo Street Garage in 1992-93 would be \$647,904. This consists of \$477,904 to the Off-Street Parking Fund (equal to the City's current 70.28 percent share of anticipated parking revenues of \$680,000), and \$170,000 in parking tax revenues, which accrue to the General Fund. Based on these estimates, the garage operator would receive \$202,096 or 29.72 percent of the \$680,000 in gross revenues. Therefore, as previously noted, total revenues were estimated at \$850,000 (\$647,904 to the City and \$202,096 to the garage operator).

The Budget Analyst notes that these revenue estimates may change once the City enters into a new management agreement for operation of the Vallejo Street Garage. This is because the lowest responsive bid for long-term operation of the garage will not necessarily provide the same level of revenue to the City as the current lease, but could provide either more or less revenue than the City currently receives, based on the nature of the successful bid.

7. Under the proposed management agreement, the garage operator would be responsible to pay from the management fee all operating expenses of the garage, including payroll expenses, routine maintenance and repairs, utilities, supplies and equipment, and permit and license fees.

Operating expenses are defined in the proposed agreement to include certain required capital improvements. These required capital improvements consist of 1) replacement of the revenue control equipment at the garage, at an estimated cost of \$35,000; 2) signage and graphics to enhance the visibility and image of the garage, at an estimated cost of \$30,000; and 3) specified improvements to walls, floors, and light fixtures in the elevators and stairwells at the garage, at an estimated cost of \$33,000. According to the proposed management agreement, the cost of these improvements would be paid by the garage operator, and the actual cost to the garage operator could be higher or lower than the estimated total cost of \$98,000 for these three capital improvements. The agreement provides that the equipment and improvements which are installed by the garage operator would become the property of the City.

8. In order to ensure that the garage operator performs any required repairs and maintenance during the term of the proposed agreement, the garage operator would be required, prior to execution of the management agreement, to deposit \$10,000 to a Maintenance Reserve Account established by the City. Upon commencement of garage operations by the garage operator, the City would retain 10 percent of the monthly management fee for deposit to the Maintenance Reserve Account, until the balance of the account reaches \$50,000. These funds would be under the exclusive control of the City, but the garage operator could request disbursements from the fund to pay routine maintenance and repair costs. The City would be authorized to disburse the funds for routine maintenance and repairs which are not performed in a timely fashion by the garage operator.

**Recommendation:** Approve the proposed ordinance.

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Item 4 - File 97-92-71

- Department:** Department of Electricity and Telecommunications
- Item:** Ordinance amending Chapter 10 of the San Francisco Administrative Code by adding Section 10.109-11, relating to the establishment and administration of the Department of Electricity and Telecommunications Awards Fund.
- Description:** The proposed ordinance would add a new Section 10.109-11 to the Administrative Code which would establish a Special Fund entitled the Department of Electricity and Telecommunications Awards Fund. The purpose of the Fund would be to receive all donations of money, property and personal services offered to the City to support the Department of Electricity and Telecommunications Awards Program. Monies from the Fund would be expended solely for the purposes of the Awards Program as authorized by the General Manager of the Department. The proposed ordinance also provides that any interest earned on funds deposited to the Special Fund would be used solely for the purposes for which the Special Fund was established. Additionally, any monies remaining in the Special Fund at the close of the fiscal year would be carried forward and used for the specific purposes for which the Special Fund was established. Finally, monies from the Fund would not be subject to appropriation by the Board of Supervisors.
- Comments:**
1. Mr. Daniel McFarland, General Manager of the Department of Electricity and Telecommunications, reports that the proposed Awards Program is aimed at recognizing and compensating Department employees for outstanding job performance. According to Mr. McFarland, a given employee could be nominated for an award by other Department employees or by a selection committee composed of the General Manager and other top level managers in the Department. Final candidates for an award would be selected by the selection committee. All Department employees would be eligible to be nominated for an award, with the exception of the members of the selection committee. Mr. McFarland advises that three awards (1st, 2nd and 3rd place ) would be given out once a year. Mr. McFarland states that, if sufficient funds are available, the Department intends to award approximately \$1,000 to the 1st place winner, approximately \$500 to the 2nd place winner and approximately \$250 to the 3rd place winner. Mr. McFarland advises that donations for the Awards Program will be solicited from individuals and professional associations in the Telecommunications field. Mr. McFarland states that on the advice of the City Attorney,

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the Department would not solicit any donations from individuals in the Telecommunications field that are responsible for or are in a position to directly influence their agency's contract activities. Ms. Julia Ten Eyke of the City Attorney's Office advises that the Department's solicitation of donations from professional associations and individuals in the Telecommunications field who are not directly responsible for or are in a position to directly influence their agency's contract activities would not represent a conflict of interest.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors. If this ordinance is approved, consideration should be given to amending the ordinance to make all expenditures in excess of \$5,000 annually subject to appropriation by the Board of Supervisors.



Item 5 - File 172-92-21

**Item:** Resolution supporting the concepts of an expanded partnership between the San Francisco Recreation and Park Commission and the San Francisco Zoological Society whereby the Society shall operate and manage the Zoo.

**Description:** The San Francisco Zoological Society, a non-profit corporation, has managed certain functions (see Comment No. 1) at the San Francisco Zoo since 1964 under a lease agreement with the City. In early 1992, the Mayor's Office, through the Recreation and Park Department, requested that the San Francisco Zoological Society submit a proposal to expand its current role to include management of the entire Zoo, including increased private funding for Zoo operations and maintenance.

In response to this request, the San Francisco Zoological Society and the Recreation and Park Commission have prepared "Concepts of Expanded Partnership," a 70-page document which outlines a proposal to transfer decision-making authority and operating responsibility for the Zoo from the City to the San Francisco Zoological Society (referred to in this report as "the proposal").

On September 1, 1992, the Recreation and Park Commission adopted Resolution No. 16420, which includes a six-page exhibit entitled "Concepts for an Expanded Partnership Lease Agreement" (referred to in this report as "the concepts"). The resolution expressed the Recreation and Park Commission's support for the "expansion of its current partnership with the San Francisco Zoological Society with respect to care, control, and management of the San Francisco Zoological Gardens," and directed the staff of the Recreation and Park Department to negotiate a lease with the Zoological Society "to effect that goal."

The resolution also directed the General Manager of the Recreation and Park Department to request review by the Board of Supervisors of Recreation and Park Commission Resolution No. 16420, "and the concepts therein contained, and indicate whether or not they support them." However, a proposed lease agreement between the City and the San Francisco Zoological Society for operation of the Zoo has not been submitted with the proposed resolution for review by the Board of Supervisors (see Comment 24).

The proposed resolution would 1) confer the support of the Board of Supervisors for the expanded partnership between the City and the San Francisco Zoological Society for the care, control and management of the Zoo, based on the "Concepts for Expanded Partnership Lease Agreement" appended to the resolution, and 2) urge the Recreation and Park Commission and the San Francisco Zoological Society (SFZS) to negotiate a lease agreement which incorporates these concepts.

The concepts for an expanded partnership, as submitted by the Recreation and Park Commission in Resolution No. 16420, are attached to this report (Attachment 1). The principal provisions of the proposed partnership are as follows:

SFZS to Operate the Zoo: The SFZS would be granted decision-making authority for the Zoo, and would assume financial operating costs for Zoo expansion and improvements. The SFZS would operate the Zoo in accordance with the previously adopted missions and goals of the San Francisco Zoological Gardens ("the Zoo"). The concepts reflect that the priority of the SFZS would be to rebuild the Zoo as outlined in "Zoo 2000" (see Comment 16).

SFZS Founders' Fund: The Zoological Society would establish a Founder's Fund of \$10 million from private sources to provide \$2 million in operating funds for a transition period, \$5 million in capital funds for immediate renovations, and a \$3 million increase in the SFZS Endowment Fund.

Capital Improvements: The SFZS would continue efforts to raise approximately \$25 million for capital improvements at the Zoo through its ongoing "Zoo 2000" campaign.

Annual Payment by the City: The City would provide the San Francisco Zoological Society with an annual payment, subject to normal budget appropriation each year by the Board of Supervisors, for services rendered in operating the Zoo. The payment may be in the form of services, Civil Service salaries, utilities, payments of other operating costs, or some combination of these. The concepts state that after the first five years of the agreement, the City's contribution would be indexed to the cost of living index, Civil Service salary increases, or other index.

The concepts do not reflect the proposed amount of the City's annual contribution, a maximum limit on the annual City's contribution, or the index which would be used to adjust the City's contribution after the first five years (see Comment 9).

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\$25 million Bond Issue: The lease agreement would include as a priority of the City and the Recreation and Park Commission support for a Zoo bond issue (or other financing mechanism) for not less than \$25 million for use in construction of parking, a new front entrance, exhibits, and other facilities, the bond to be placed before the voters in an agreed-upon year (see Comment 17).

Agreement Subject to Renewal: The concepts reflect that the term of the lease agreement would be for five years, and would include an option for annual extensions; at "the end of such time" the agreement would be subject to renewal (see Comment 21).

Current Employees Could Remain in Civil Service: The proposed concepts provide for Civil Service employees of the Zoo to choose to remain as City employees or become SFZS employees, depending on various factors. (These provisions are discussed at Comment 23.)

In response to concerns expressed by the Budget Analyst, the Zoo Director has submitted amended expanded partnership concepts which have been approved by the Executive Committee of the San Francisco Zoological Society on behalf of the SFZS Board of Directors. These amended concepts, which have not yet been approved by the Recreation and Park Commission appear as Attachment 2 to this report.

**Comments:**

**Background**

1. At the present time, the San Francisco Zoological Society (SFZS) has 27,000 members, operates the Children's Zoo, the Insect Zoo, and the Avian Conservation Center, and manages educational services, visitor services, memberships, and development services for the Zoo. According to the joint proposal submitted by the SFZS and the Recreation and Park Department, the SFZS raised \$11.1 million for capital improvements at the Zoo between 1980 and 1990, and currently employs 65 percent of the Zoo's 265 employees.

2. The expanded partnership proposal states that major improvements are needed at the Zoo in animal care, maintenance, and exhibits. The City's Capital Assets Management Report of November 29, 1990 included approximately \$10.1 million in recommended capital improvements at the Zoo, and the Zoo reports that it has been

cited for violations by the U.S. Department of Agriculture, which licenses the Zoo.

3. In August, 1992 the Zoo underwent an accreditation inspection by the American Association of Zoological Parks and Aquariums (AAZPA), which stated as its major concern that "the Zoo is seriously underfunded," that "significant expenditures will be required to retain accreditation," and that "the City's proposal to shift overall management to the San Francisco Zoological Society while maintaining City support appears to be the most viable alternative for the Zoo."

A letter from AAZPA of September 22, 1992 reflects that a financial status report was requested from the Zoo Director prior to AAZPA's mid-year review in March 1993. The letter also reflects that the Zoo's application for accreditation was tabled in September, 1992, that "tabling may last up to one year," and that "if the concerns of the Commission are not addressed within the prescribed time, the institution may lose its national accreditation, membership, and membership services in AAZPA."

AAZPA stated that the Zoo's "main problem is the lack of adequate funding from the City to maintain a professionally run institution;" that, "many of the physical facilities are literally disgraceful;" that, "animal care procedures are excellent given the poor maintenance and antiquated facilities;" and that, "we hope that a partnership agreement will be reached between the City and the Society soon."

4. The expanded partnership proposal reflects that "most successful zoos and cultural institutions nationally are managed by their non-profit support organizations, and more and more are turning in this direction." The proposal cites the zoos in San Diego, New York City, Chicago, Atlanta, Philadelphia, Cincinnati, and New Orleans, as well as the Monterey Bay Aquarium, which are operated "in varying partnerships with their Cities," as examples of this trend. The benefits of non-profit management are stated as improved efficiency in responding to animal needs; expansion rather than reductions in services, due to new sources of private funding; more efficient management and maintenance based on on-site responsibility and accountability; and expanded marketing and visibility, resulting in higher attendance. The proposal includes letters from zoo administrators in other cities attesting to the benefits of expanded partnerships between local government and non-profit agencies.

5. In 1988, the Board of Supervisors appointed a Zoo Advisory Committee to make recommendations concerning the care of the animal collection and the health and safety of Zoo employees. The Zoo Advisory Committee included citizens as well as representatives from the Recreation and Park Commission and the San Francisco Zoological Society. In January, 1990, the Zoo Advisory Committee submitted its recommendations to the Recreation and Park Commission and the Board of Supervisors.

At that time, the Zoo Advisory Committee stated, among other things, that repairs, modernization, and improvements are urgently needed in most of the animal facilities; that major sources of new funding must be found for the Zoo; that the SFZS's Zoo 2000 plan, "should be deferred and revised in favor of more desirable alternatives;" that the Zoo should continue to be operated as a municipal function and be given "the necessary administrative and financial support" to function properly; and that, "the role of the Zoological Society should be limited to fundraising, visitor services, education, [and] research assistance." The Budget Analyst notes that these recommendations are in direct conflict with the proposed expanded partnership, under which the SFZS would assume decision-making authority and operating responsibility for the Zoo.

Mr. David Anderson, the Zoo Director, and Ms. Peggy Burks, Executive Director of the San Francisco Zoological Society, report that, since the recommendations of the Zoo Advisory Committee were issued in 1990, the SFZS "Zoo 2000" plan has been revised to reflect new schedules for proposed improvements, revised animal themes, and revised plans for the Zoo's service and support areas; Mr. Anderson also notes that the General Fund allocation for the Zoo has been reduced since the recommendations were issued.

### **Zoo Operations Under City Management**

6. The Zoo's total annual operating budget includes General Fund appropriations for the Zoo's operating expenses, Zoo admission fees, and the financial support of the SFZS.

In addition, the Recreation and Park Commission provides park maintenance services, such as tree trimming and heavy equipment operations, which are funded from the General Fund and from separate Recreation and Park Commission revenues, but which are not identified in the Zoo's annual operating budget because they are included in the total cost of the Recreation and Park Department's

maintenance activities for all park properties, including the Zoo. However, Mr. Anderson reports that, based on an intensive review of work orders, the value of these services was estimated at \$676,516 in 1991-92, including \$476,103 for personnel costs funded by the General Fund and \$200,413 for materials and supplies funded from other Recreation and Park Department revenues.

7. The Zoo's total operating budget for fiscal years 1991-92 and 1992-93 is shown below, including the estimated percentage change in each source between 1991-92 and 1992-93:

**Sources of Total Operating Budget, 1991-92 and 1992-93**

	1991-92	1992-93*	Increase (Decrease)	Pct. Change
General Fund (Zoo Operations)	\$4,089,738	\$3,715,000	(\$374,738)	(9.2)
General Fund (Rec/Park Svcs)	<u>476,103</u>	<u>286,121</u>	<u>(189,982)</u>	(40.0)
Subtotal: General Fund	\$4,565,841	\$4,001,121	(\$564,720)	(12.4)
Other Rec/Park Svcs	<u>200,413</u>	<u>120,879</u>	<u>( 79,534)</u>	(39.7)
Subtotal: City Subsidy	\$4,766,254	\$4,122,000	(\$644,254)	(13.5)
Admission Fees	1,935,000	2,310,000	375,000	19.4
Zoological Society	<u>5,149,000</u>	<u>5,750,000</u>	<u>601,000</u>	11.7
Total Zoo Operating Budget	\$11,850,254	\$12,182,000	\$331,746	2.8

\* Estimated 1992-93 amounts

Eight positions were eliminated from the Zoo's 1992-93 General Fund budget, including two attributed to salary savings. In addition, Mr. Anderson states that an additional six positions are expected to be eliminated in April, 1993 if a source of non-General Fund funding for these positions is not found prior to that time.

8. Mr. Anderson states that, in order for the City to bring the Zoo into satisfactory operating condition, the City would need, at a minimum, to perform the \$10.1 million in capital improvements recommended in the City's 1990 Capital Assets Management Report. Mr. Anderson states, however, that the Capital Assets Management Report only reflects basic safety and structural improvements needed at the Zoo, and does not reflect additional improvements which are needed to provide a humane environment for the Zoo's animal collection, which would require a further capital investment of approximately \$14 million, for a total minimum capital investment of \$24.1 million. In order to adequately maintain the Zoo, Mr. Anderson states that the

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City would also need to appropriate approximately \$1 million in additional operating funds on an annual basis (an increase of 26.9 percent over the 1992-93 General Fund allocation for the Zoo's operating expenses of \$3,715,000).

### **Estimated Savings Under an Expanded Partnership**

9. The proposal reflects that the City's contribution would consist of a constant annual payment for the Zoo's operating expenses over the first five years, which would be indexed beginning in the sixth year. The concepts which were approved by the Recreation and Park Commission do not specify the actual amount of the City's annual payment under an expanded partnership agreement or the index which would be used beginning in the sixth year.

The amended concepts submitted by Mr. Anderson reflect that the City's annual payment in each of the first five years would be \$4 million, and that, beginning in the sixth year, the City's annual payment would be "re-negotiated and indexed based on the cost of living or the City's salary standardization, whichever is greater, subject to approval by the Recreation and Park Commission and the Board of Supervisors."

10. The proposal reflects that the City's estimated savings over the first five years of the proposed partnership is based on the difference between the estimated \$4 million annual City subsidy (including the value of park maintenance services provided by the Recreation and Park Department) and the costs that the General Fund would otherwise incur for the Zoo's operating costs, at a projected increase of six percent per year. Based on a projected six percent increase from the 1992-93 total cost to the City of approximately \$4,122,000, the savings would be as follows:

### **Estimated General Fund Savings Under an Expanded Partnership**

<u>Fiscal Year</u>	<u>Estimated Annual Expenditures*</u>	<u>Estimated City Subsidy</u>	<u>Estimated Savings</u>
1993-94	\$4,369,320	\$4,000,000	\$369,320
1994-95	4,631,479	4,000,000	631,479
1995-96	4,909,368	4,000,000	909,368
1996-97	5,203,930	4,000,000	1,203,930
1997-98	5,516,166	4,000,000	1,516,166
Total Estimated Savings, FY1994 - FY1998			\$4,630,263

\* Figures include park maintenance services provided by the Recreation and Park Department with General Fund and other revenues.

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The proposal which was submitted reflects estimated savings of approximately \$10 million over the first five years of an expanded partnership. This higher estimated savings results from projecting the City's future costs based on the City's 1991-92 appropriation of \$4,766,254, rather than the 1992-93 appropriation of \$4,122,000.

The Budget Analyst notes that the City's actual General Fund contribution for the Zoo's operating expenses increased at an average annual rate of approximately 7.3 percent between 1987-88 and 1990-91 (when the City's appropriations for the Zoo were increasing each year), rather than 6 percent, as used above to estimate the savings to the General Fund under an expanded partnership agreement. The City's General Fund appropriations for the Zoo declined by approximately 3.4 percent in 1991-92 and by 9.2 percent in 1992-93.

The Budget Analyst notes that the actual amount of the City's savings will depend on the amount of the City's annual payment, as specified in a final lease agreement with the SFZS.

11. The estimated \$4 million annual subsidy would include the value of park maintenance services provided at the Zoo by the Recreation and Park Department. However, the cost of these maintenance services is not currently reflected in the Recreation and Park Department's annual budget for the Zoo's operating expenses (see Comment 6, above). Therefore, the Budget Analyst notes that the City's annual appropriation for the Zoo under an expanded partnership agreement should be less than \$4 million (or other finally specified amount) by an amount equal to the value of the maintenance services provided at the Zoo by the Recreation and Park Department.

#### **Budget Projections for an Expanded Partnership**

12. The concepts reflect that the SFZS would establish a \$10 million Founder's Fund. Of this \$10 million, \$2 million would be used in the first five years as a "Transition Fund" for Zoo operations to meet operating expenses; \$5 million would be used for capital improvements (see Comment 16); and \$3 million would be used to increase the SFZS's existing \$1.3 million endowment fund for the Zoo to approximately \$4.3 million (five percent of the endowment fund is contributed annually for the Zoo's operating expenses).



According to Ms. Burks, the SFZS would not enter into the expanded partnership lease agreement until contributions sufficient to establish the \$10 million Founder's Fund could be assured. The amended concepts submitted by Mr. Anderson reflect that the SFZS "shall agree to raise" the \$10 million Founder's Fund and "shall agree to withdraw" from the lease agreement if it fails to meet this requirement.

13. Attached to this report (Attachment 3) is a summary of the revenue and expense projections prepared by the Recreation and Park Department and the SFZS for the first five years of the proposed expanded partnership. The budget summary reflects that annual operating expenditures for the Zoo are expected to increase from an estimated \$11,850,254 in 1991-92 to \$18,821,000 in 1997-98, at an average annual rate of approximately 8 percent over the five years between July 1, 1993 and June 30, 1998.

The 8 percent projected annual increase in operating expenditures under SFZS management is higher than the projected 6 percent annual increase in General Fund support over the same period, which was used to estimate the City's savings under the expanded partnership, and slightly higher than the 7.3 percent average annual increase in General Fund support for the Zoo between 1987-88 and 1990-91.

The budget summary also reflects the annual percentage increase in projected expenditures for each of the Zoo's various budget categories (Animal Care, Operations, Public Services, Administration/Utilities, and Retail Operations) under an expanded partnership.

14. In order to compensate for the loss of General Fund support, the budget summary reflects that the Zoo's operating revenues are projected to increase by approximately 12.8 percent per year over the first five years of the proposed expanded partnership. This projected increase in revenues includes an estimated 15.7 percent average annual increase in memberships in the San Francisco Zoological Society, a 15.5 percent average annual increase in contributions and events, and an 18.8 percent average annual increase in net profits from retail sales at the Zoo, including a 46.5 percent increase in retail profits between 1991-92 and 1992-93.

Ms. Burks states that, although the proposed budget reflects large percentage increases in a number of revenue categories, these projections are not necessarily unrealistic due to the current low level of private financial support for

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the Zoo, the current poor condition of the Zoo, and the absence of significant marketing activities designed to increase Zoo attendance. Ms. Burks states that improved management and marketing of the Zoo are expected to assure the levels of future financial support reflected in the budget projections, and that these projections are based in part on discussions with other cultural and recreational institutions which receive significant donor support. Ms. Burks states that the projected 46.5 percent increase in the net revenues of retail sales reflects expected increases in sales at the Terrace Cafe and Plaza Cafe, which the SFZS has recently renovated.

15. The Budget Analyst believes that, without specific details of the actual financial support to be provided by the SFZS, there is no guarantee that the Zoo's financial performance under an expanded partnership will conform to the budget projections submitted with the proposal. The Budget Analyst believes that, in order to insure that the objectives of the expanded partnership will actually be realized, the City and the SFZS should specify a minimum level of SFZS financial support for the Zoo's operations under an expanded partnership lease agreement.

In response, the amended concepts submitted by Mr. Anderson reflect that "the Society shall agree to provide \$7 million each year in revenues and contributions for Zoo operations, and all revenues and contributions including those that may exceed \$7 million shall be used for Zoo purposes."

Ms. Burks notes that the growth of expenditures reflected in the budget summary reflects a number of planned expansions and improvements at the Zoo, which could be controlled by the SFZS in response to changing circumstances. Ms. Burks states that, if the revenues projected for the Zoo under SFZS management in excess of \$7 million are not realized, the SFZS would either make up the budget shortfall with increased private contributions or delay some of the proposed Zoo renovations involving new programs or services.

The Budget Analyst notes that the proposed \$7 million minimum annual contribution is \$1,851,000 or approximately 36 percent more than the \$5,149,000 which was contributed by the SFZS in 1991-92.

### **Capital Improvements**

16. Mr. Anderson and Ms. Burks report that capital improvements at the Zoo would be financed under the expanded partnership proposal from the following sources:

- (1) \$5 million designated for capital improvements from the \$10 million Founder's Fund.

Ms. Burks states that \$2 million of these funds would be used for immediate renovations throughout the Zoo as soon as the proposed agreement took effect. The remaining \$3 million would be used to build a new Leopards of Asia exhibit, to open 12 to 18 months after initiation of the project.

- (2) \$25 million to be raised by the SFZS and integrated with its ongoing "Zoo 2000" capital campaign.

Mr. Anderson states that these funds would be used to rebuild the Zoo based on the concepts of the revised "Zoo 2000" plan. These concepts involve re-building the Zoo according to geographical animal habitats (i.e. Asia, Africa) rather than by species (i.e. lions, monkeys), and to construct exhibits which reflect natural animal habitats and social behaviors, rather than displaying the animals in a confined setting. Mr. Anderson states that the new exhibits would not involve a significant expansion of the Zoo's animal collection, but would have as a priority the provision of new facilities for the existing collection.

The amended concepts submitted by Mr. Anderson reflect that capital improvements funded by the SFZS would be given as a gift-in-place to the City. However, Mr. Anderson reports that the SFZS would not guarantee the proposed \$25 million capital improvement funds under an expanded partnership lease agreement.

- (3) \$25 million in anticipated General Obligation bond revenues, subject to voter approval.

Ms. Burks reports that the proposed General Obligation bond funds would be used to make capital improvements to the Zoo's infrastructure, including new parking facilities, a new front entrance, and enhanced disability access.

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17. The concepts submitted for approval by the Board of Supervisors state that the City would "support a Zoo bond issue or other mutually agreed upon method of financing of not less than \$25 million for specified capital improvements." The Budget Analyst believes that the proposed concepts, as approved by the Recreation and Park Commission, do not adequately define the City's responsibilities concerning the proposed \$25 million bond measure, including the City's specific financial responsibilities if a proposed bond measure for the Zoo were not approved by San Francisco voters.

In response, the amended concepts submitted by Mr. Anderson state that, "the City's responsibilities in connection with the proposed bond measure shall be to retain the City's bonding capacity for the Zoo and shall include as a priority of the [City] support for a Zoo bond issue of not less than \$25 million." The amended concepts also state that, "failure of the bond issue to be approved by San Francisco voters shall not further obligate any action or requirement of [the City] under the lease agreement." In a transmittal letter to the Budget Analyst, Mr. Anderson indicates that, "the process of placing a bond issue on the ballot [would not be] part of the lease agreement;" however, this provision is not stated in the proposed amended concepts.

Ms. Burks states that, if the proposed \$25 million bond measure were not approved by San Francisco voters, additional funds for anticipated capital improvements would be raised privately, or the proposed capital projects would be postponed until private funds became available.

18. Mr. Steve Nelson of the CAO's Office states that the proposed \$25 million bond measure for capital improvements at the Zoo is among the projects that the City's Capital Improvements Advisory Committee (CIAC) has acknowledged will need to be funded over the next several years. However, Mr. Nelson states that the recommendation of the CIAC to support the proposed bond issue would depend on the action taken in 1993 concerning a proposed \$580 to \$600 million bond measure to reconstruct Laguna Honda Hospital. The Department of Public Health has previously indicated that Laguna Honda Hospital is at risk of losing Federal and State reimbursements due to its physical deficiencies (File 170-92-6).

Mr. Nelson states that the CIAC would need to carefully evaluate the City's priorities among proposed capital projects, which currently include the Zoo, the San Bruno Jail, and the Youth Guidance Center, among others, if a



large General Obligation bond measure is approved in 1993 for Laguna Honda Hospital.

#### **Additional Provisions of the Expanded Partnership Proposal**

19. Attached to this report are two organization charts which were submitted with the proposal, reflecting the Zoo's organizational structure in 1991-92, including staffing levels (Attachment 4) and the proposed structure under an expanded partnership (Attachment 5). The latter reflects that the expanded partnership would add a net total of 1.5 full time positions and 31 part time positions, compared to 1991-92 staffing levels, over the first five years of the expanded partnership. Mr. Anderson observes that the proposed staffing levels would additionally include restoration of the eight positions lost between 1991-92 and 1992-93. All of the 31 new part-time positions would be concerned with visitor services within the Zoo's Public Services/Administration Division.

20. The proposed concepts reflect that the City would retain approval of the Zoo's capital projects and retain review of the Zoo's annual operating budget. Ms. Burks states that, under the existing lease with the SFZS, the Recreation and Park Commission currently "reviews and accepts" the SFZS annual budget for Zoo operations, and has the authority to approve or deny proposed SFZS-funded capital projects. However, the Recreation and Park Commission cannot directly effect changes in the SFZS budget for the Zoo. Ms. Burks states that the proposed expanded partnership agreement would not alter the existing arrangements between the SFZS and the Recreation and Park Commission or other City agencies concerning the Zoo's annual operating budget, capital projects, land use issues, or admission fees.

21. The concepts submitted reflect that the expanded partnership agreement would be for a five year period, which could include annual extensions, and would also be subject to renewal. Mr. Anderson states that the intent of this provision is to provide for an initial five year lease which could be extended annually, but also to provide for renewal of the lease agreement for additional five-year (or longer) periods.

The concepts do not reflect any conditions under which the proposed lease agreement could be terminated by the City or the SFZS. However, the amended concepts which were submitted by Mr. Anderson reflect that the City could terminate the lease if the Zoo lost its license or its accreditation, or if the SFZS fails to provide the \$10 million



Founder's Fund and \$7 million each year in operating funds. The amended concepts also reflect that the SFZS could terminate the lease if the City failed to meet its financial responsibilities as defined in the lease agreement.

22. Admission fees to the Zoo are established by the Recreation and Park Commission, but are not subject to approval by the Board of Supervisors. The admission fees are collected by the City and allocated for the Zoo's operating expenses.

The concepts for an expanded partnership reflect that the Recreation and Park Commission would retain authority to establish Zoo admission fees, "on a comparable facilities basis," meaning that fees would be established based on comparative information concerning zoos in other cities, related scientific and educational facilities, and other local sources of entertainment, such as theatres. On July 1, 1990, admission fees were increased from \$5.00 to \$6.00 for adults, and from \$2.00 to \$3.00 for youth age 12-16 and seniors; children under the age of 12 were admitted free. On July 1, 1992, admission fees were again increased from \$6.00 to \$6.50 for adults, and from free to \$1.00 for children age 6-11; children under the age of 6 are admitted free.

23. The concepts for an expanded partnership which were submitted for review by the Board of Supervisors include the following provisions concerning current Civil Service employees at the Zoo:

- Current permanent Civil Service non-animal care personnel may elect to become SFZS employees, or to remain with the Recreation and Park Department. If they choose to remain, they would be reassigned within the Recreation and Park Department as vacancies occur within their classification, or could request a permanent transfer to permanent vacancies in other City departments. Mr. Anderson states that a lease agreement would also provide that non-animal care personnel who remain as City employees could continue to work at the Zoo.

- Current permanent Civil Service animal care personnel who lack transfer opportunities within the Recreation and Park Department could resign and become SFZS employees, or could retain Civil Service status and be assigned to the Zoo.

- Current Civil Service employees who retain their City employment would remain as Civil Service employees under any renewals of the proposed lease agreement.

- All new employees of the Zoo would be employees of the San Francisco Zoological Society.

- In the event that the prospective expanded partnership agreement is terminated, the following provisions would apply:

- 1) Civil Service animal keepers who resigned to accept employment with the SFZS would retain a preference under which they could exercise "their right to request reappointment" to their Civil Service position, for a period of four years (the inception of the four year period is not stated).

- 2) Non Civil-Service animal keepers hired by the Zoological Society would be granted preference "by the granting of temporary appointments in available Civil Service animal keeper positions" before a new eligibility list is established.

- 3) When a Civil Service animal keeper examination is given, "the Recreation and Park Commission and Teamsters Local 856 shall request that the rule-of-the-list rather than the rule-of-three be used" to select applicants; if the rule-of-the-list is used, preference would be given to animal keepers hired by the SFZS during the partnership agreement. (The rule-of-the-list-refers to the City's ability to select applicants from among all qualified applicants examined by the Civil Service Commission, rather than only those three with the highest examination scores.)

### **Procedural Issues**

24. Mr. Anderson reports that a proposed lease agreement between the SFZS and the Recreation and Park Commission is being drafted by the City Attorney's Office, in consultation with attorneys representing the SFZS. Mr. Anderson states that the proposed lease agreement is not available at this time, but that its provisions would be subject to review and approval by the Board of Supervisors.

However, Mr. Anderson indicates that, if the Board of Supervisors approves the current proposed resolution in support of the concepts of an expanded partnership, it would be assumed (by SFZS directors and contributors, the AAZPA accreditation committee, and others) that the Board of Supervisors would also approve the City's expanded partnership lease agreement when it is submitted in final form, subject to any amendments to the proposed lease suggested by the Board of Supervisors.

25. Ms. Burks reports that the Board of Supervisors approval for the concepts of an expanded partnership is needed before the expanded partnership lease agreement is executed, in order for the SFZS to raise the \$10 million Founder's Fund in advance of the final agreement. Ms. Burks reports that the SFZS will not enter into an expanded partnership lease agreement until it has raised the \$10 million Founder's Fund, and approval of the concepts by the Board of Supervisors will assure SFZS donors of the City's commitment to the concepts of the expanded partnership. However, the Budget Analyst disagrees with the need for such prior approval by the Board of Supervisors of the concepts for an expanded partnership, since an actual lease agreement could include a provision allowing the SFZS to withdraw from the lease if \$10 million (or any other agreed upon amount) for the Founder's Fund were not raised before a specified date.

26. Mr. Anderson (who is an AAZPA member), reports that AAZPA will take action on the Zoo's application for accreditation either at its meeting of March, 1993 or in September, 1993. Mr. Anderson states that if the proposed concepts for an expanded partnership lease agreement are not approved by the Board of Supervisors prior to AAZPA's meeting in March, 1993, AAZPA could either rescind the Zoo's accreditation at that time or continue the San Francisco application until its meeting in September.

Mr. Anderson states that, in his opinion, if the Board of Supervisors neither approves nor disapproves the proposed concepts for an expanded partnership prior to AAZPA's March meeting, AAZPA would continue the application until September, 1993. If the proposed resolution is disapproved, Mr. Anderson states that there is a "good chance" that AAZPA would suspend the Zoo's accreditation at its March meeting. However, Mr. Anderson also states that, in his opinion, AAZPA will defer the matter, "as long as progress is being made," and that AAZPA is, "more interested in solving problems than in punitive action."

The Budget Analyst believes that disapproval of the proposed resolution would not constitute a rejection of the expanded partnership proposal, and that AAZPA would be more impressed with the provisions of an actual lease agreement than with a resolution in support of unspecified financial details of the proposed partnership.

### **Summary of Deficiencies**

27. The deficiencies, as discussed above, in the proposed concepts submitted with Recreation and Park Commission Resolution No. 16420 are listed in summary form below. Although Mr. Anderson has submitted amended concepts which have been approved by the Executive Committee of the SFZS, the Budget Analyst believes that, prior to action by the Board of Supervisors, a lease agreement incorporating these concepts should be approved by the Recreation and Park Commission and submitted to the Board of Supervisors. The Budget Analyst believes that, by approving only the general concepts of an expanded partnership, the Board of Supervisors could be committed prematurely to a number of unknown provisions of the proposed expanded partnership lease agreement.

The lease agreement should include the following specific information:

- 1) The amount of the City's required annual payment to the SFZS in the first five years of the proposed partnership;
- 2) The formula or index to determine the percentage increase in the City's annual payment after the first 5 years of the proposed agreement;
- 3) Specific details of the City's responsibilities in connection with the proposed \$25 million bond measure, including the City's financial obligations under the proposed expanded partnership if the proposed bond measure is not approved by San Francisco voters;
- 4) A written commitment concerning the SFZS's proposed \$10 million Founder's Fund, including provisions to indicate how the Zoo will be managed if this commitment is not realized;
- 5) A written guarantee that the SFZS would provide sufficient funds to operate the Zoo, at a minimum level stated in the proposed agreement, and the amount by which the SFZS contribution would increase on an annual basis; and,
- 6) Specific provisions concerning rights of renewal and termination under the proposed agreement.



7) As previously noted, the proposed \$25 million SFZS contribution for capital improvements at the Zoo would not be guaranteed under an expanded partnership agreement. The Budget Analyst notes that the only capital improvement funds which the SFZS has assured (in concept) are \$5 million from the proposed \$10 million Founder's Fund. This amount is \$5.1 million less than the \$10.1 million estimated cost of structural improvements which were identified by the City in 1990, and \$19.1 million less than Mr. Anderson's \$24.1 million estimated cost of the minimum capital improvements which are needed at the Zoo. Although the SFZS may succeed in raising additional funds for the necessary capital improvements, the Budget Analyst believes that the concepts for an expanded partnership lease agreement which have been presented are not sufficient to assure the success of the expanded partnership proposal.

28. The Budget Analyst believes that the decision as to whether or not the San Francisco Zoological Society should operate and manage the City's Zoo is strictly a policy matter for the Board of Supervisors. However, the Budget Analyst believes that this proposed resolution, "supporting the concepts of an expanded partnership between the San Francisco Recreation and Park Commission and the San Francisco Zoological Society whereby the Society should operate and manage the Zoo", lacks significant financial details. These financial details, which have not been finalized and submitted to the Board of Supervisors in the form of a written lease agreement, are listed in Comment Number 27 above.

The Budget Analyst concludes that the Board of Supervisors has not been provided with sufficient finalized information to make a sound financial judgment on this proposal. Therefore, the Board of Supervisors should disapprove the proposed resolution "supporting the concepts of an expanded partnership," and request that the Recreation and Park Commission submit a finalized lease, containing all of the needed financial details, to the Board of Supervisors for the Board's review.

Since the SFZS is concerned that it must raise the proposed \$10 million Founder's Fund prior to executing a lease agreement (see Comment 25), the proposed lease agreement could include a provision which would allow the SFZS to withdraw from the lease if it did not succeed in raising the Founder's Fund prior to a specified date.



Although Mr. Anderson states that there is a "good chance" that AAZPA would suspend the Zoo's accreditation at its March meeting if the proposed resolution is disapproved, the Budget Analyst believes that AAZPA would be more impressed with the provisions of an actual lease agreement than with a resolution in support of unspecified financial details of the proposed partnership.

**Recommendation:** As previously noted, the Budget Analyst believes that the decision as to whether or not the San Francisco Zoological Society should operate and manage the City's Zoo is strictly a policy matter for the Board of Supervisors.

However, the Budget Analyst concludes that the proposed resolution, which consists only of "concepts" and does not represent an actual written lease agreement, lacks significant financial details, as cited in Comment No. 27 above. As four examples of the above-cited deficiencies, 1) a minimum level of annual operating support by the SFZS has not been specified; 2) the amount of the City's annual payment has not been specified and therefore the amount of the City's annual savings cannot be determined; 3) since the SFZS would not guarantee the proposed \$25 million contribution for capital improvements, the Zoo would continue to lack a source of funds for the estimated \$24.1 million minimum cost of capital improvements which are needed at the Zoo; and, 4) the City's responsibilities under the proposed \$25 million bond measure have not been adequately defined.

These and other financial details should be provided in the form of an actual proposed lease agreement, approved and submitted by the Recreation and Park Commission, for review and approval by the Board of Supervisors.

In summary, for the fiscal reasons discussed at Comment Numbers 27 and 28, the Budget Analyst recommends that the Board of Supervisors disapprove the proposed resolution.

EXHIBIT A

1 JULY 1992

CONCEPTS FOR EXPANDED PARTNERSHIP LEASE AGREEMENT  
SAN FRANCISCO ZOOLOGICAL SOCIETY and RECREATION & PARK COMMISSION  
SAN FRANCISCO ZOOLOGICAL GARDENS

SECTION 1. Any agreement resulting from this resolution may be a contract or lease or combination contract and lease.

SECTION 2. The Recreation and Park Commission shall, at its discretion, negotiate the terms, conditions and duration of any agreement entered into under the provision of this resolution.

SECTION 3. The City of San Francisco and the Recreation and Park Commission in accordance with a lease agreement shall provide the San Francisco Zoological Society an annual payment subject to normal budget appropriation each year by the Board of Supervisors, for services rendered in operating the Zoo. This payment may be in the form of services, Civil Service salaries, utilities, payments of other operating costs, or some combination.

SECTION 4. The lease agreement shall include as a priority of the City and the Recreation and Park Commission support for a Zoo bond issue for not less than \$25 million for use in construction of parking, a new front entrance, exhibits and other facilities, the bond to be placed before the voters in an agreed upon year.

SECTION 5. The lease agreement shall be approved for a period of five (5) years, which may include annual extensions. At the end of such time the agreement shall be subject to renewal.

SECTION 6. The lease agreement obligations and Public Responsibilities of the Recreation and Park Commission, the City, and the San Francisco Zoological Society shall include the concepts listed in Attachment A.

It is important that the broad objectives of this shift in the role of the Zoological Society be clear to everyone. The Zoological Society's priority has been and continues to be the rebuilding of the Zoo outlined in ZOO 2000. The benefits of assuming full management responsibilities need to be for the betterment of the animals, zoo visitors, the employees, the City of San Francisco and the citizens of the Bay Area.

The following concepts were approved by the Zoological Society's Board of Directors on April 27, 1992, for consideration by the Recreation and Park Commission, in response to the request from the Mayor's Office and the General Manager of the Recreation and Park Department that the Society consider expanding its present lease to manage the entire Zoo.

I. CONCEPTS OF MANAGEMENT/LEASE AGREEMENT

A. Zoological Society

1. Operate the Zoo as a public trust in accordance with adopted Mission and Goals of the San Francisco Zoological Gardens
2. Be granted decision-making authority for operations of the Zoo.
3. Assure that all revenues are used for the Zoo.
4. Provide audited financial statements to the City.
5. Offer all present Zoo employees employment with SFZS.
6. Non-animal care personnel electing not to become SFZS employees shall transfer by seniority to Recreation and Park or other City departments.
7. Animal care personnel, lacking transfer opportunities, may retain civil service status and remain at Zoo. Civil service status shall be retained for these employees in any subsequent renewals of this lease agreement.

(9/1/92) ITEM 6 and 7 ABOVE SHALL BE AMENDED TO READ:

6. Current Permanent Civil Service non-animal care personnel may elect to remain with (City and County of San Francisco) Recreation and Park Department or may elect to resign from City and County employment and become San Francisco Zoological Society employees.

Employees who elect to remain (City and County of San Francisco) Recreation and Park Department employees shall be reassigned within the Recreation and Park Department as vacancies occur within their permanent classification.

However, those employees electing to remain (City and County of San Francisco) Recreation and Park Department employees may voluntarily seek permanent transfer to permanent vacancies in other City and County agencies.

7. Current Permanent Civil Service Animal Care personnel, lacking transfer opportunities, may elect to resign and become San Francisco Zoological Society employees or may retain Civil Service status and will be assigned to the zoo.

Current Permanent Civil Service employees who retain their City employment will continue to enjoy all rights, privileges and obligations provided to them by City Charter and Civil Service Commission Rule.

Civil service status shall be retained for these employees in any subsequent renewals of this lease agreement.

8. SFZS shall bargain in good faith with union representatives.
9. Reorganize and manage all personnel
10. All vacated and new positions become SFZS positions.

(9/1/92) ITEM 11 BELOW ADDED (AMENDING A.) TO READ

11. In the event the Expanded Partnership agreement is terminated and the City reassumes operational management of the Zoo, re-hiring and hiring of animal keepers shall occur in the following manner:

a. Any Civil Service animal keeper who resigns from employment with the City of San Francisco to accept a position as animal keeper with the Zoological Society, shall retain preference for a period of four years by exercising their right to request reappointment to their Civil Service position. After four years, right to reinstatement ceases and preference will be retained in the manner as shall apply to non-Civil Service animal keepers. (see b. below).

b. Non-Civil Service animal keepers hired by the Zoological Society during the term of the Partnership agreement shall be given preference by the granting of temporary appointments in available Civil Service animal keeper positions prior to establishment of a new eligibility list; temporary appointments are granted seniority in hiring by the Civil Service Commission rules.

c. At such time that a Civil Service animal keeper examination is given and an eligibility list established, the Recreation and Park Department and Teamsters Local 856 shall request that rule-of-the-list rather than rule-of-three shall be used for selection. Should the eligibility list be rule-of-the-list, preference shall be given to animal keepers hired during the tenure of the Partnership agreement.

B. Recreation and Park Commission

1. Retain approval of all capital projects.
2. Retain appointment of Zoo Director (charter) in conjunction with Zoological Society.
3. Retain approval of admission fees, on comparable facilities basis.
4. Retain review of annual operating budgets.
5. Retain Joint Zoo Committee as a public process.
6. The Recreation and Park Commission President and General Manager or a designated representativeshall become ex-officio voting members of the Society Board of Directors.
7. Develop a renewable lease agreement to expand Zoological Society management of Zoo operations, subject to approval of the Board of Supervisors

C. City Partnership

1. Zoo shall remain under Recreation & Park Commission.
2. Retain the public bonding capacity for the Zoo.
3. City shall support a Zoo bond issue or other mutually agreed upon method of financing not less than \$25 million for specified capital improvements including parking, exhibits and other facilities, in 1994 or agreed upon year.
4. City shall retain ownership of land, buildings, animals and present equipment in use at Zoo.

5. Present infrastructure bond work shall be completed.
6. Mitigation and protection from Clean Water Plant project shall be retained.



## II. FUNDING STRATEGIES

- A. SFZS to establish \$10 million Founder's Fund from private sources, to ensure success.
  - 1. Provide operating funds for transition period.
  - 2. Provide capital funds for construction of small cat exhibits and immediate zoo-wide renovations.
  - 3. Increase Endowment Fund for long-term stability
  - 4. Integrate Founder's Fund with ZOO 2000 \$26 million capital campaign.
- B. SFZS continues with ZOO 2000 \$26 million capital campaign.
- C. SFZS Financial Strategies, Operations.
  - 1. Overall objective is to generate financial support to greatest extent possible by increasing membership, earned revenues and annual contributions.
  - 2. Continue to increase Endowment Fund and planned giving
  - 3. Assume financial operating costs for Zoo expansion. and improvements.
  - 4. Retain public partnership.
  - 5. Establish strong marketing program to increase regional attendance base and tourism.
- D. Public Funds
  - 1. Reduce the annual General Fund tax obligation for the Zoo (City provided \$4.7million in fiscal 91-92, which at 6% increase per year would increase to approximately \$6 million by fiscal '97) for a projected savings of approximately \$10 million within the first 5 years of the expanded partnership. (Amount of reduction predicated on fee levels.)
  - 2. City obligation shall be indexed at the end of first 5 years.
  - 3. City obligation shall be provided by combination of services, utilities, payment of remaining civil service employees or other payments.
  - 4. Bond issue for Zoo or other mutually agreed upon financing of not less than \$25 million for specified capital improvements be supported in 1994 or agreed upon year.

## III. RESPONSIBILITIES TO THE PUBLIC

- 1. Retain policy to provide widest possible access at affordable cost.
- 2. Retain free days, free admission for school groups, and access for disadvantaged groups.
- 3. Develop facilities in accordance with American Disabilities Act.

4. Expand special services for children, seniors, and handicapped.
5. Contract in accordance with MBE/WBE policies.
6. Continue the Joint Zoo Committee (three Recreation and Park Commissioners and three members of the Society Board of Directors) to hold public meetings on major Zoo policies including fees, new animal exhibits, animal acquisition and disposition policies, land use, capital and operating budgets
7. Increase diversity regarding Society governance.
8. Retain public access to information as presently provided under jurisdiction of the Recreation and Park Commission, including information on the status of all animals in the Zoo's collection.

January 26, 1993

San Francisco Zoological Gardens  
Expanded Partnership with Zoological Society  
Proposed Amendments in Response to Budget Analyst's Comments

SECTION 1. Any agreement resulting from this resolution may be a contract or lease or combination contract and lease.

Section 1. SHALL BE AMENDED TO READ: Any agreement resulting from this resolution shall be a lease agreement.

SECTION 3. The City of San Francisco and the Recreation and Park Commission in accordance with a lease agreement shall provide the San Francisco Zoological Society an annual payment subject to normal budget appropriation each year by the Board of Supervisors, for services rendered in operating the Zoo. The payment may be in the form of services, Civil Service salaries, utilities, payments of other operating costs, or some combination.

AMENDED TO READ: "...shall provide the San Francisco Zoological Society an annual payment of \$4 million each year of the first five years of this agreement, subject to....combination." After the first five years, in any subsequent renewal of this agreement, the amount of the City's annual payment shall be re-negotiated and indexed based on cost of living or Civil Service salary standardization, whichever is greater, subject to the approval of the Recreation and Park Commission and the Board of Supervisors.

The Zoological Society shall agree to provide \$7 million each year in revenues and contributions for Zoo operations, and all revenues and contributions, including those that may exceed \$7 million annually, shall be used for Zoo purposes.

SECTION 4. The lease agreement shall include as a priority of the City and the Recreation and Park Commission support for a Zoo bond issue for not less than \$25 million for use in construction of parking, a new front entrance, exhibits and other facilities, the bond to be placed before the voters in an agreed upon year.

AMENDED TO READ: "The lease agreement shall retain bonding capacity of the Recreation and Park Commission for capital improvements at the Zoo, and "shall include as a priority ...year." Failure of bond issue to be approved by the voters shall not further obligate any action or requirement of the City of San Francisco under this lease agreement.

The Zoological Society shall agree to raise from private sources a \$10 million Founder's Fund, to be used to provide operating, capital and endowment funds for the Zoo. The Zoological Society shall agree to withdraw from this lease agreement should it fail to meet this requirement.

The Zoological Society shall agree, in addition to its financial responsibilities to support Zoo operations, to undertake a \$25 million capital campaign for Zoo improvements to be given as a gift-in-place and owned by the City of San Francisco.

SECTION 5. The lease agreement shall be approved for a period of five (5) years, which may include annual extensions. At the end of such time the agreement shall be subject to renewal.

AMEND TO READ: ADD The City retains rights to terminate lease agreement should the Zoo, under the management of the Zoological Society, lose its license under the United States Department of Agriculture, or lose its accreditation under the American Association of Zoological Parks and Aquariums, or should the Zoological Society fail to provide \$7 million each year in operating funds and \$10 million in Founder's Funds. The Zoological Society may terminate the lease agreement and return management of the Zoo to the Recreation and Park Commission should the City fail to provide its financial obligations as defined in this lease agreement.

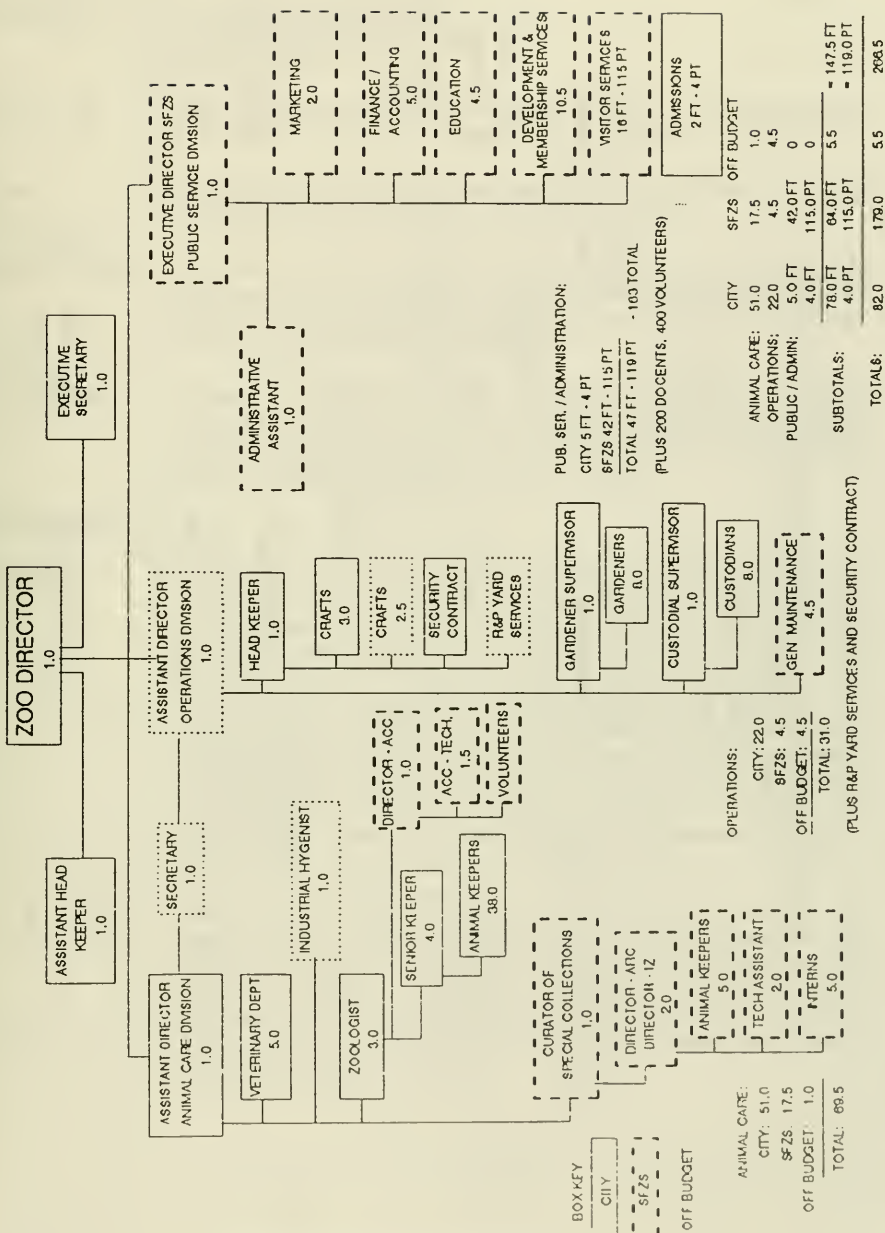
Expanded Partnership  
Budget Summary

Source: San Francisco Zoological Society/  
San Francisco Recreation and Park Department  
Expanded Partnership Proposal, Sept. 1992

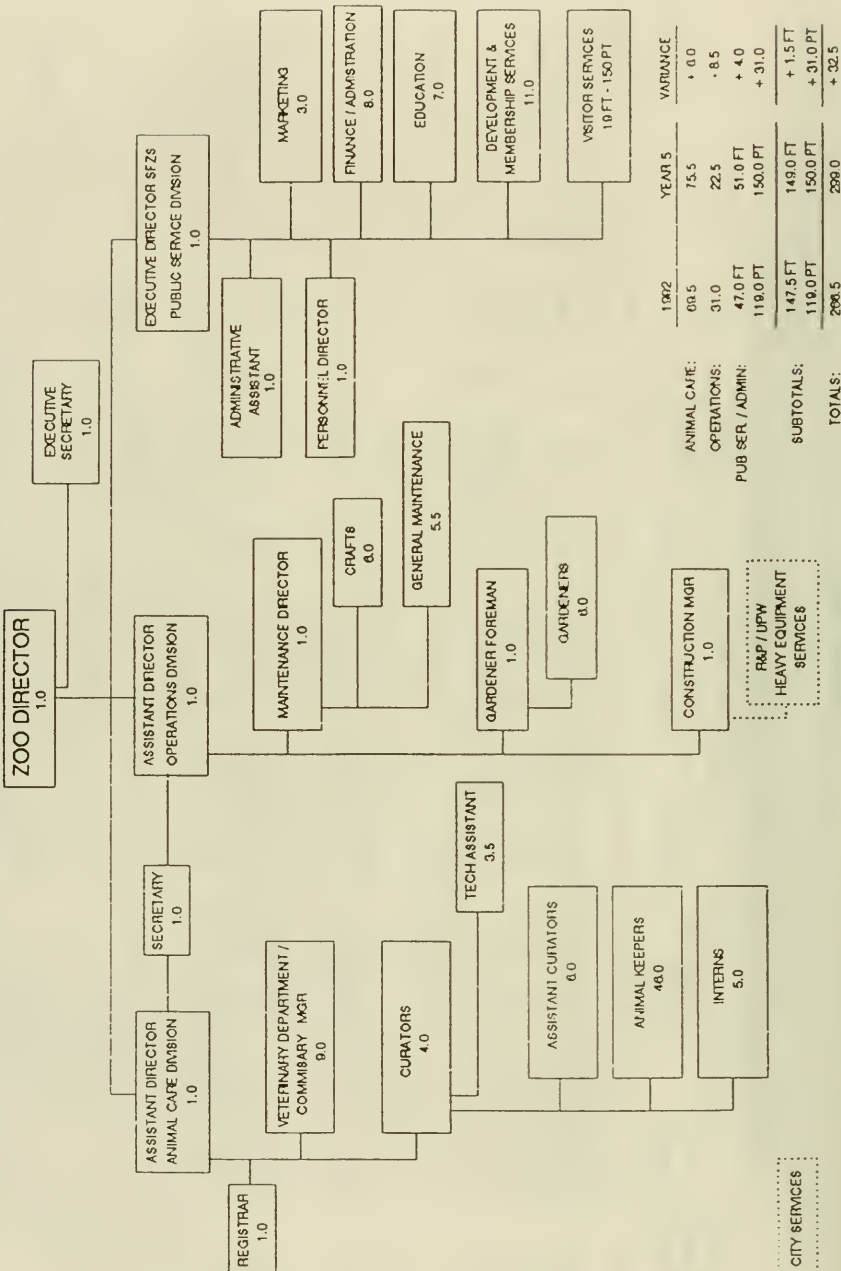
	1991-92 (actual)	1992-93	Pct. Change	1993-94	Pct. Change	1994-95	Pct. Change	1995-96	Pct. Change	1996-97	Pct. Change	1997-98	Pct. Change	Avg. Annual Increase FY94-FY98
REVENUE														
Admission Fees	1,935,000	2,310,000	19.36%	2,418,000	4.66%	3,010,000	24.46%	3,312,000	10.03%	3,782,000	14.19%	3,936,000	4.07%	11.49%
Zoological Society:														
Retail Services (Gross)	2,674,000	3,240,000	21.17%	3,570,000	10.19%	3,980,000	11.48%	4,640,000	16.58%	5,150,000	10.99%	5,700,000	10.68%	11.98%
SFZS Membership	1,069,000	1,150,000	7.56%	1,400,000	21.74%	1,600,000	14.29%	1,860,000	16.25%	2,127,000	14.35%	2,380,000	11.89%	15.70%
Contributions & Events	798,000	910,000	23.31%	1,065,000	17.03%	1,285,000	20.66%	1,460,000	13.62%	1,635,000	11.99%	1,865,000	14.07%	15.47%
Children's Zoo	216,000	225,000	4.17%	236,000	4.88%	250,000	5.93%	275,000	10.00%	288,000	4.73%	300,000	4.17%	5.94%
Other	452,000	225,000	-50.22%	285,000	26.67%	340,000	19.30%	375,000	10.29%	455,000	21.33%	540,000	18.68%	19.25%
Subtotal: SFZS	5,149,000	5,750,000	11.67%	6,556,000	14.02%	7,455,000	13.71%	8,610,000	15.49%	9,655,000	12.14%	10,785,000	11.70%	13.41%
Total Non-General Fund	7,084,000	8,060,000	13.78%	8,974,000	11.34%	10,465,000	16.61%	11,922,000	13.92%	13,437,000	12.71%	14,721,000	9.56%	12.83%
City Subsidy	4,766,254	4,122,000		4,000,000		4,000,000		4,000,000		4,000,000		4,000,000		0.00%
TOTAL	11,850,254	12,182,000	2.80%	12,974,000	6.50%	14,465,000	11.49%	15,922,000	10.07%	17,437,000	9.52%	18,721,000	7.36%	8.99%
EXPENSE														
Animal Care Division	4,031,436	4,299,992	6.66%	4,587,677	6.69%	4,862,937	6.00%	5,154,713	6.00%	5,679,386	10.18%	6,203,688	9.23%	7.62%
Operations Division	1,594,890	1,633,508	2.42%	1,682,669	3.01%	1,756,616	4.39%	1,988,009	13.17%	2,107,288	6.00%	2,233,726	6.00%	6.52%
Public Services Division	2,403,045	2,559,948	6.53%	2,725,904	6.48%	3,000,223	10.06%	3,306,484	10.21%	3,504,873	6.00%	3,715,165	6.00%	7.75%
Administration & Utilities	1,898,883	2,133,678	12.36%	2,375,496	11.33%	2,536,004	6.76%	2,688,164	6.00%	2,849,453	6.00%	3,020,421	6.00%	7.22%
Retail Expense	1,922,000	2,138,000	11.24%	2,320,000	8.51%	2,547,000	9.78%	2,970,000	16.61%	3,296,000	10.98%	3,648,000	10.68%	11.31%
TOTAL	11,850,254	12,765,126	7.72%	13,691,746	7.26%	14,702,780	7.38%	16,107,370	9.55%	17,437,000	8.25%	18,821,000	7.94%	8.08%
Deficit*	0	(583,126)		(717,746)		(237,780)		(185,370)		0		(100,000)		
*To be funded from \$2 million contribution from Founder's Fund														
Retail Sales: Net Profit	752,000	1,102,000	46.54%	1,250,000	13.43%	1,433,000	14.64%	1,670,000	16.54%	1,854,000	11.02%	2,052,000	10.68%	18.81%



## SAN FRANCISCO ZOOLOGICAL GARDENS ORGANIZATIONAL CHART - ACTUAL 91-92



SAN FRANCISCO ZOOLOGICAL GARDENS ORGANIZATIONAL CHART  
EXPANDED PARTNERSHIP FIVE YEAR PLAN (FROM 1992 ACTUAL)



Item 6 - File 65-93-1

**Department:** Real Estate Department  
Public Utilities Commission (PUC)  
Hetch Hetchy

**Item:** Resolution authorizing the renewal of a lease of City property to the State of California, Department of Fish and Game.

**Location:** Below the Moccasin Dam and adjacent to the Power House on Moccasin Creek, Tuolumne County.

**Purpose of Lease:** Allow the State of California to maintain the current fish hatchery, the construction of which was authorized by the initial lease agreement executed between the City and the State Department of Fish and Game.

**Term of Lease:** 20 years from July 1, 1992 through June 30, 2012. The proposed lease renewal is the second 20-year lease renewal of the original 20-year lease that began on July 1, 1952. The lease renewal is retroactive to July 1, 1992.

**Right of Renewal:** No

**Description:** Current State law requires the owners of dams to provide free land, water, and electricity to State fish hatchery facilities. The fish hatchery facility is situated on 25.58 acres of Hetch Hetchy (City) property. The State Department of Fish and Game will pay the City for electrical energy and water used for domestic purposes (7 residential structures built by the State in the mid-fifties and occupied by Fish Hatchery employees) at the greater of either the current rate of one cent (\$0.01) per kilowatt hour or a rate to be approved by the City's Public Utilities Commission (PUC). During FY 1991-92, the City received from the State \$6,227 in revenue, including \$2,728 for electrical energy and \$3,499 for water.

The State Department of Fish and Game will also pay an amount equal to the general property taxes assessed on the property by the County of Tuolumne that the City pays to Tuolumne County. In addition, the State will give priority for stocking streams and lakes with fish from the hatchery to locations in the vicinity of the City's recreational facilities in Tuolumne County.

**BOARD OF SUPERVISORS**  
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**Comments:**

1. Mr. Larry Klein of Hetch Hetchy advises that the State of California maintains the subject property, including the fish hatcheries and 7 cottages rented by State employees who operate the fish hatchery facility. The maintenance of the entire leased property is performed by the State of California at no cost to the City. The cottages range in size from 1,000 to 1,500 square feet with rents up to \$225.00 per month paid by State employees to the State.

2. Mr. Klein also advises that Hetch Hetchy is currently reviewing the rents and utility costs for residential properties located throughout the Hetch Hetchy system and recommendations for rate changes will be submitted to the PUC for their review and approval during the current fiscal year. PUC's current rate for electrical energy to customers outside the City is \$0.03041 per kilowatt hour which is \$0.02041 greater than the current rate charged to the State at the Moccasin Creek Fish Hatchery. Under these circumstances, Mr. Klein advises that Hetch Hetchy would consider increasing the rate for electrical energy generated by Hetch Hetchy and used by the State for residential purposes at the Moccasin Creek Fish Hatchery. As noted above, State law requires that owners of dams such as Hetch Hetchy provide free land, water, and electricity to State fish hatchery facilities.

3. Ms. Claudine Venegas of the Real Estate Department advises that the delay in renewing the subject lease was required because of a continuing negotiation with the State of California over the cost of domestic energy. Ms. Venegas advises further that the State will pay any increased amount for water and electrical energy as approved in the future by the City's Public Utilities Commission (PUC).

4. To correct a clerical error in the proposed legislation, the word "confirming" on Line 2 of the Resolution's Title should be changed to the word "authorizing".

**Recommendation:** Amend the proposed resolution as follows:

1. Line 2 (Resolution Title), change the word "Confirming" to the word "Authorizing", and
  2. Authorize the lease extension retroactively.
- Approve the proposed resolution, as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 7 - File 65-93-2

**Department:** Port of San Francisco

**Item:** Ordinance authorizing a lease of City property with Crowley Marine Services, Inc.

**Location:** Pier 54, Port of San Francisco

**Purpose of Lease:** Crowley Marine Services, Inc., would utilize Port space at Pier 54 for: (1) tug and tow operations and purchasing and administrative operations, currently located in Oakland and Alameda, and (2) ferry maintenance, engineering, and water taxi operations currently located at Pier 9, Port of San Francisco.

**Lessor:** City and County of San Francisco

**No. of Sq. Ft.** 116,037 sq. ft. of pier space, including 26,000 sq. ft. of shed space, 2,450 sq. ft. of office space, and 87,587 sq. ft. of pier space, and 175,000 of water space

**Rent Payable by Crowley to Port:** Years 1 through 5: \$20,225 per month (\$242,700 annually)  
Years 6 through 15: base rent of \$21,725 per month (\$260,700 annually) adjusted by the CPI, with a base of June 1993

**Term of Lease:** 15 years, commencing June 1, 1993

**Right of Renewal:** Two five-year options based on mutual agreement, with the rent to be renegotiated upon exercise of the first option. The options would not be subject to approval of the Board of Supervisors.

**Description:** Crowley currently operates its ferry maintenance and engineering shop and the water taxi service out of Pier 9. Its tug and tow, purchasing and administrative staff are currently located in Oakland and Alameda. This proposed agreement expands Crowley's presence in San Francisco by relocating the Pier 9 operations and the Oakland/Alameda operations to Pier 54.

According to Ms. Veronica Sanchez of the Port, a projected 40 to 50 additional maritime-related jobs in San Francisco would result from such operations.

Ms. Dorothy Schimke of the Port reports that Crowley plans to invest over \$1 million in improvements to Pier 54 to accommodate its proposed uses, including upgrades of the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



offices and sheds, fendering<sup>1</sup> and paving. In addition, the condition of Pier 54 is such that a portion of the deck would require rebuilding at an estimated cost of approximately \$286,606. According to Ms. Schimke, such repairs to the Pier would be required for any maritime or industrial tenants and therefore the Port would pay for such repairs. Further, portions of the substructure are badly spalled,<sup>2</sup> and the Port proposes to reinforce those portions by the shotcrete<sup>3</sup> method, at an estimated cost of \$408,000. The proposed improvements are capital improvements to Pier 54. According to Ms. Sanchez, the estimated life of these improvements is in excess of 25 years.

Because the Port does not have the in-house capability to perform the shotcreting, the proposed agreement provides for Crowley to perform the shotcreting work on the substructure in exchange for the Port doing Crowley's fendering work. In addition, Crowley would advance payments for cost of the materials for both the deck repairs and the fender improvements. Under the proposed lease provisions, the net cost to be advanced by Crowley is as follows:

Fender cost to be paid by the Port	\$599,915
Port's cost of shotcreting to be paid by Crowley	<u>(408,000)</u>
Difference	191,915
Cost of Materials to be paid by Crowley	<u>(353,005)</u>
Net Cost to be advanced by Crowley	(\$161,090)

However, the agreement proposes that the \$161,090 of net costs to be advanced by Crowley would be reimbursed to Crowley through (1) a rent credit of \$2,000 per month over the first five years, which equals \$120,000, and (2) the Port foregoing any annual CPI increases during the first five years of the lease.

The following lease provisions would also apply to the proposed lease:

- 1) Dockage - In the event of double or triple stacking of vessels or barges, Crowley will pay dockage for the double or triple stacked vessels based on the effective tariff rates.
- 2) Subleasing - Crowley would be allowed to sublease space pursuant to the Port Commission's standard policy,

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<sup>1</sup>A fender is a piece of timber, bundle of rope, or the like, attached to a dock for the purpose of lessening shock or preventing chafing.

<sup>2</sup>Split or chipped.

<sup>3</sup>Shotcrete is a method of strengthening or reinforcing surfaces or joints by applying concrete under pressure to the surface or joint.

except that any net profits from subleasing would be shared with the Port, with the Port to receive 60% and Crowley to keep 40%. Should Crowley sublease space for more than two years, the sublet portion must be discrete and severable and would, at the Port's option, revert to control of the Port for other Port purposes.

- 3) Dredging - Any dredging required during the term of the lease would be performed by Crowley at its sole expense.
- 4) Hazardous Materials - Any costs of handling, disposing of or remediation of hazardous materials introduced onto the premises during Crowley's tenancy will be the sole responsibility of Crowley. A survey will be performed prior to commencement of the lease, including the pier and water areas, to determine a baseline condition.

According to Ms. Diane Artz of the Port, Crowley is currently paying \$3,961.02 per month in rent to the Port for 11,462 sq. ft. of shed space and 4,840 sq. ft. of apron space (space between the shed and the water) at Pier 9. In consideration for being released from the provisions of the existing Pier 9 lease, Crowley has agreed to pay the Port the sum of \$500 per month for a five year period. (See Comment Nos. 1 and 2).

**Comments:**

1. The details of the rental rate provisions for the first five years of the proposed lease are as follows:

Years 1-5: \$20,225.00/mo. derived as follows:

Base rent, based on rates of \$0.25/s.f. for 26,000 sq. ft. of shed space, \$0.15/s.f. for 87,587 sq. ft. of pier space and \$0.75/s.f. for 2,450 sq. ft. of office space

\$21,725

Consideration for early termination of the Pier 9 lease

500

Construction credit

(2,000)

\$20,225

2. The net present value of the \$500 per month for 60 months that Crowley would pay to the Port for consideration for early termination of the Pier 9 lease is \$24,659, using the Port's discount rate of eight percent. The \$500 payment was negotiated by the Port and Crowley, considering that Crowley would have approximately two years and three months

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**BUDGET ANALYST**

Memo to Government Efficiency & Labor Committee  
February 3, 1993 Government Efficiency & Labor Committee Meeting

remaining on the Pier 9 lease, at the monthly rental payment rate of \$3,961.02.

3. The Port has requested that consideration of this lease approval by the Budget Committee be continued to the Committee's meeting of February 17, 1993.

4. As previously cited, the two five-year lease renewal options, which would be exercised by mutual agreement of the Port and Crowley, would provide for an open-ended rental rate to be charged by the Port to Crowley, without subsequent approval by the Board of Supervisors.

- Recommendations:**
1. Request the Port Commission to amend the proposed lease agreement relating to the two five-year lease renewal options, by either specifying the conditions for changes to the rental rates to be charged to Crowley or to require that such options be subject to approval of the Board of Supervisors.
  2. Continue the proposed ordinance to February 17, 1993, as requested by the Department.

**BOARD OF SUPERVISORS**  
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Item 9 - File 105-93-1

**Department:** Mayor's Office, Employee Relations Division  
 Police Commission

**Item:** Ordinance approving the provision of salary increases, health benefits and other terms and conditions of employment equal to those provided to Q2 Police Officers to the unrepresented classification 9350 Harbor Police Officers who sign a waiver regarding the 1990-91 wage freeze.

**Description:** Although the 9350 Harbor Police Officer (there is only one position in this classification) is a sworn Police Officer and has all the duties and responsibilities of a regular Q2 Police Officer in the Police Department, the 9350 Harbor Police Officer classification is designated as a "Miscellaneous" employee for determination of salary and fringe benefits rather than as a "Uniform" classification such as the Q2 Police Officer classification. The Police Commission requests that in consideration of the duties and responsibilities of the 9350 Harbor Police Officer, the classification should be given the same status as the Q2 Police Officers regarding salary and fringe benefits retroactive to January 1, 1993. A comparison of the City's fiscal year 1992-93 costs of salaries and fringe benefits for the two classifications is as follows:

	<u>Q2 Police Officer</u>	<u>9350 Harbor Police Officer</u>	
		<u>Current</u>	<u>Proposed</u>
<b>Salary (top step)</b>	\$46,171	\$47,450	\$46,171
<b>Fringe Benefits</b>			
<b>Retirement:</b>			
Retirement System	City	State PERS	State PERS
Basic City Contribution	\$11,100	\$9,544	\$9,544
City Contrib. Toward Required Employee's Share	693	0	693
<b>Health Insurance:</b>			
Basic City Contribution	1,926	1,926	1,926
City Contrib. Toward Dependent Coverage	75	0	75

Memo to Government Efficiency and Labor Committee  
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	<u>Q2 Police Officer</u>	<u>9350 Harbor Police Officer</u> <u>Current</u>	<u>Proposed</u>
Social Security/Medicare	0	\$3,630	0
Unemployment Insurance	\$46	47	\$46
Dental Insurance	626	626	626
<b>Other Benefits</b>			
Paid Work Furlough:			
Number of Days	0	2 days	0
Value of Paid Work Furlough	<u>0</u>	<u>\$364</u>	<u>0</u>
<b>Total City Cost</b>	<b>\$60,637</b>	<b>\$63,587</b>	<b>\$59,081</b>

The Employee Relations Division indicates that the intent of the proposed legislation is to achieve the same "Uniform" status as a Q2 Police Officer despite the reduced compensation and that the person currently in the 9350 Harbor Police Officer position will accept the reduced compensation in order to achieve "Uniform" status. The one exception to assuming all of the same fringe benefits as a Q2 Police Officer is the intent to continue in the State-administered Public Employees Retirement System (PERS).

As noted above, the City's cost for the Q2 Police Officer is \$2,950 lower (\$63,587 less \$60,637) than for 9350 Harbor Police Officer. The City's cost for the proposed 9350 Harbor Police Officer receiving the same salary and benefits (except for retirement) as a Q2 Police Officer is \$1,556 less (\$60,637 less \$59,081) than a regular Q2 Police Officer and \$4,506 less (\$63,587 less \$59,081) than the 9350 Harbor Police Officer is currently receiving.

In order to obtain the benefits of the proposed ordinance, the 9350 Harbor Police Officer must have signed and submitted a waiver regarding the 1991-92 wage freeze by January 1, 1993. The 9350 Harbor Police Officer is currently a member of the class in a class-action lawsuit against the City challenging the validity of the City's 1991-92 wage freeze. By signing the waiver, the 9350 Harbor Police Officer waives any claims against the City that the class (including the 9350 Harbor Police Officer) might obtain as a result of the lawsuit.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
February 3, 1993 Government Efficiency and Labor Committee Meeting

**Comments:**

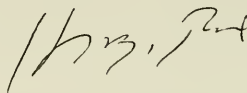
1. In order to obtain the benefits of the proposed ordinance, the 9350 Harbor Police Officer must have signed and submitted a waiver regarding the 1991-92 wage freeze by January 1, 1993. Mr. Carl Bunch of the Employees Relationship Division reports that the required waiver was submitted in accordance with these requirements.

2. The reference to the 1990-91 wage freeze in the title of the proposed ordinance is an error. The wage freeze waiver pertains to the wage freeze of 1991-92. The proposed ordinance should be amended to change the fiscal year referenced in the title from 1990-91 to 1991-92.

**Recommendations:**

1. Amend the proposed ordinance at line 5 of the title to refer to the wage freeze of 1991-92, instead of to the wage freeze of 1990-91.

2. Approval of the proposed ordinance to change the 9350 Harbor Police Officer classification from "Miscellaneous" status to "Uniform" status with the same salary and fringe benefits as a Q2 Police Officer (except for retirement benefits, as noted above) is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Bierman  
President Alioto  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Jean Mariani  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



CALENDAR

REGULAR MEETING OF  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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FEB 16 1993

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WEDNESDAY, FEBRUARY 17, 1993 - 10:00 A.M.

Room 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, KAUFMAN, BIERMAN

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 146-92-45.1 [Augmented Comprehensive Tobacco Control Plan and Budget] Resolution adopting the augmented 1992-94 Comprehensive Tobacco Control Plan and Budget Supplemental Perinatal Outreach Plan; companion measure to Files 146-92-45 and 146-92-46.2. (Department of Public Health)
  - (b) File 146-92-46.3. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in the amount of \$76,768 for contractual services (contractor Polaris Research and Development) to implement a comprehensive evaluation of the 1992-94 Comprehensive Tobacco Control Plan; companion measure to Files 146-92-45 and 146-92-46. (Department of Public Health)
  - (c) File 146-92-46.2. [Augmented Allocation - State Funds] Resolution authorizing the Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, to accept and expend an augmented allocation of \$1,129,305, pursuant to the augmented 1992-94 Comprehensive Tobacco Control Plan and Budget, and the augmented Supplemental Perinatal Outreach Plan and Budget, which includes indirect costs of \$15,242 (consisting of fifteen percent of total personnel costs including fringe benefits for the Comprehensive Tobacco Control Plan, and ten percent of salaries for perinatal outreach activities); companion measure to Files 146-92-45, 146-92-45.1, and 146-92-46. (Department of Public Health)

- (d) File 146-92-60.1. [Grant – State Funds] Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, to accept and expend a grant of \$844,125, which includes indirect costs in the amount of \$68,424 based on twenty percent of salaries and wages from the California Department of Health Services for the continuation of the Hepatitis B immunizations to infants and selected middle school residents of San Francisco; providing for ratification of action previously taken. (Department of Public Health) FISCAL IMPACT
- (e) File 146-93-3. [Grant – State Funds] Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$48,215, which includes indirect costs in the amount of \$3,708, based on twenty percent of salaries from State Emergency Medical Services Authority, for the development of San Francisco EMS Data Linkage Project. (Department of Public Health)
- (f) File 146-93-5. [Grant – Federal Subvention through the State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a grant subvention up to the amount of \$4,700,000, which includes indirect costs from the United States Department of Health and Human Services – Substance Abuse and Mental Health Administrative Services as subvented through the State of California, Department of Alcohol and Drug Programs to reduce waiting lists for substance abuse services and lessen the threat of H.I.V. transmission; waiving indirect costs. (Department of Public Health)
- (g) File 146-93-6. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Department of Epidemiology and Disease Control, STD Control Division, to accept and expend an augmentation grant of \$627,238, which includes indirect costs of \$71,099, based on twenty percent of personnel salaries from the Centers for Disease Control, for the provision of STD services. (Department of Public Health) FISCAL IMPACT
- (h) File 146-93-7. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend a grant of \$89,367, from San Francisco Community Clinic Consortium as prime grantee of the U.S. Health Resources and Services Administration, for HIV early intervention services to residents of San Francisco; waiving indirect costs; and providing ratification of action previously taken. (Department of Public Health)
- (i) File 146-93-9. [Grant – State Funds] Resolution authorizing the Department of Public Health, Central Administration, Emergency Medical Services (EMS) Agency, to apply for, accept and expend a grant of \$133,920, which includes indirect costs in the amount of \$9,600, based on ten percent of direct costs from State Emergency Medical Services Authority, for the development of pediatric curriculum training materials for California EMT-Paramedic Training Programs; providing for ratification of action previously taken. (Department of Public Health)

- (j) File 150-93-1. [Grant – State Funds] Resolution authorizing the Recreation and Park Department to apply for grant funds in an amount up to \$287,500, which includes up to \$19,263 or 6.7% for indirect costs, from the Land and Water Conservation Fund Program, for India Basin Wetlands Restorations, Phase II Project. (Recreation and Park Department) FISCAL IMPACT
- (k) File 192-93-1. [Grant – State Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for, accept and expend \$49,000 in California Office of Traffic Safety funds for a high-accident identification project, foregoing reimbursement of indirect costs. (Parking and Traffic Department)
- (l) File 192-93-2. [Grant – State Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for a grant in the amount of \$285,000 of California Clean Air and Transportation Improvement Act of 1990 (State Proposition 116) funds, which include indirect costs of \$1,400 or ten percent (10%) of non-contract costs, for removal of the median on Valencia Street (Market to Mission Streets) to enable the street to be restriped with wide curb lanes to reduce bicycle/motor vehicle conflicts. (Department of Parking and Traffic)
- (m) File 192-93-3. [Grant – State Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for a grant in the amount of \$85,000 California Clean Air and Transportation Improvement Act of 1990 (State Proposition 116) funds, which include indirect costs of \$8,500 or ten percent (10%) of project costs, for signals to delineate commuter bicycle routes throughout the City and County of San Francisco. (Department of Parking and Traffic)
- (n) File 68-92-1.1. Request to consider release of reserved funds, Mayor's Criminal Justice Council, in the amount of \$160,000, from the Community Partnership Grant for the Neighborhood Empowerment Program. (Mayor)
- (o) File 68-92-12.1. Request to consider release of reserved funds, Mayor, in the amount of \$196,000, from the Community Partnership Grant for the Neighborhood Empowerment Program. (Mayor)

ACTION:

#### REGULAR CALENDAR

- 2. File 65-93-2. [Approval of Lease of Property] Ordinance approving lease with Crowley Marine Services Inc. for occupancy of Pier 54 controlled by the San Francisco Port Commission. (Port) FISCAL IMPACT  
(Continued from 2/3/93)

ACTION:

- 3. File 172-92-21. [Lease Agreement] Resolution supporting the concepts of an expanded partnership between the San Francisco Recreation and Park Commission and the San Francisco Zoological Society whereby the society shall operate and manage the zoo. (Recreation and Park Department) FISCAL IMPACT  
(Continued from 2/3/93)

ACTION:



4. File 38-93-2. [Acceptance of Gift] Resolution accepting a gift to the San Francisco Public Library in the amount of \$30,000 to fund the Director of Volunteer Services position for the remainder of Fiscal Year 1992/93. (Public Library) FISCAL IMPACT

ACTION:

5. File 78-93-1. [Health Service System Contributions] Resolution establishing the contribution to be made to the Health Service System by City and County, Unified School District and Community College District for Fiscal Year 1993-94. (Health Service System)

ACTION:

6. File 89-93-1. [State Disability Insurance] Resolution authorizing enrollment of classification 0678 Executive Secretary in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

7. File 89-93-2. [State Disability Insurance] Resolution authorizing enrollment of Classification 1235 Affirmative Action Coordinator in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

8. File 97-93-1. [Vacation Accrual] Ordinance amending Administrative Code by amending Sections 16.10 and 16.11, to provide for accrual of vacation benefits during periods of involuntary and voluntary furlough. (Office of the Mayor's Employee Relations Division) FISCAL IMPACT

ACTION:

9. File 97-93-2. [Sick Leave] Ordinance amending Administrative Code by amending Section 16.17, to approve amendments to leave rules and provide for accrual of sick leave benefits during periods of involuntary and voluntary furlough. (Office of the Mayor's Employee Relations Division) FISCAL IMPACT

ACTION:

10. File 97-93-3. [P.O.S.T. - Coroner] Ordinance amending Administrative Code by adding Section 10.117-3.1 to authorize receipt of state funds for the participation of the peace officer members of the Coroner's Office in the Peace Officer's Standards and Training (P.O.S.T.) (Coroner)

ACTION:

11. File 64-93-1. [Lease of Real Property] Resolution authorizing lease of real property at 827 Guerrero Street for a Department of Public Health Residential Care Facility. (Real Estate Department) FISCAL IMPACT

ACTION:

12. File 64-93-2. [Lease of Real Property] Resolution authorizing two lease renewals of real property at 1540 Market Street for the Department of Public Health. (Real Estate Department)

ACTION:

13. File 64-93-3. [Lease of Real Property] Resolution authorizing lease of real property at 524 Golden Gate Avenue for the Department of Public Works. (Real Estate Department)

ACTION:

14. File 106-93-1. [Staff Report and Salary and Wage Survey Booklet] Civil Service Commission Staff Report Salary Standardization, Fiscal Year 1993-94, adopted by the Commission on January 4, 1993 and the Salary and Wage Survey Preliminary Booklet Dated January 4, 1993, with proposed benchmark of compensation adjustments approved by the Civil Service Commission for classifications subject to the provisions of Charter Sections 8.400, 8.401 and 8.407. (Civil Service Commission)

ACTION:

#### CLOSED SESSION

15. File 48-92-26. [Settlement of Litigation] Resolution approving the settlement of the unlitigated claim of Wharfside One, dba Sheraton at Fisherman's Wharf by payment of \$116,310.47. (City Attorney)  
(Continued from 2/3/93)

ACTION:

16. File 45-93-1. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Lisonia Dirden against the City and County of San Francisco, a Municipal Corporation, Robert R. Clevidence, and does 1 through 10, inclusive by payment of \$7,000. (City Attorney)

ACTION:

17. File 45-93-2. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Maerina against the City and County of San Francisco, by payment of \$35,000. (City Attorney)

ACTION:

18. File 45-93-3. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Bill Lee and Kathy Lee against the City and County of San Francisco, by payment of \$9,500. (City Attorney)

ACTION:

19. File 45-93-4. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Calvin Marty Sober against the City and County of San Francisco, by payment of \$9,824. (City Attorney)

ACTION:

20. File 45-93-5. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Roseanne Deamicis against the City and County of San Francisco, by payment of \$8,000. (City Attorney)

ACTION:

21. File 45-93-6. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Josephine Hughes against the City and County of San Francisco, by payment of \$20,000. (City Attorney)

ACTION:

22. File 45-93-7. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Carol Engelbrecht against the City and County of San Francisco, by payment of \$15,000. (City Attorney)

ACTION:

23. File 48-93-3. [Settlement of Claim] Ordinance approving settlement of the unlitigated claim of Frederick Aiello by payment of \$12,800. (City Attorney)

ACTION:

24. File 48-93-4. [Settlement of Claim] Ordinance approving the settlement of the unlitigated claim of Senior Counselors of the Juvenile Probation Department by payment of \$29,590.33. (City Attorney)

ACTION:

25. File 48-93-5. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Kemper Insurance by payment of \$6,267.37. (City Attorney)

ACTION:

26. File 48-93-6. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Kathleen A Ortenzi by payment of \$19,500.00. (City Attorney)

ACTION:

27. File 49-93-1. [Settlement of Claim] Resolution approving the settlement of the litigated claim of the Atchison, Topeka and Santa Fe Railroad Company ("Santa Fe") in the sum of \$11,710.65. (City Attorney)

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

February 12, 1993

**TO:** Government Efficiency and Labor Committee  
**FROM:** Budget Analyst  
**SUBJECT:** February 17, 1993 Government Efficiency and Labor Committee Meeting

Items 1a and 1c - Files 146-92-45.1 and 146-92-46.2

**Department:** Department of Public Health (DPH),  
Community Public Health

**Items:** Resolution adopting the augmented 1992-94 Comprehensive Tobacco Control Plan and Budget and the augmented Perinatal Outreach Plan and Budget (146-92-45.1).

Resolution authorizing the Department of Public health to accept and expend an augmented allocation of \$1,129,305, pursuant to the 1992-94 Comprehensive Tobacco Control Plan and Budget and the Perinatal Outreach Plan and Budget, which includes indirect costs of \$15,242 (146-92-46.2).

**Amount:** \$1,129,305

**Source of Funds:** State Department of Health Services Tobacco Tax (AB 99) monies administered by the Tobacco Control Section and the Maternal and Child Division (Perinatal Outreach Activities).

**Term of Allocation:** January 1, 1992 to June 30, 1994

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**Project:** Tobacco Control Plan (AB 99)

**Description:** The Board of Supervisors previously approved legislation authorizing the DPH to accept and expend a State grant allocation in the amount of \$2,127,666, for the Tobacco Control Plan, for the two and one-half year period from January 1, 1992 through June 30, 1994 (File 146-92-46). At the same time, the Board also approved legislation authorizing the adoption of the 1992-94 Comprehensive Tobacco Control Plan and Budget and the Perinatal Outreach Plan and Budget (File 146-92-45). The \$2,127,666 represented an extension of the original grant allocation period that ended December 31, 1991 and also included, for the first time, funding specifically designated for perinatal services. This latter provision was the result of an amendment to State law which requires that at least one third of the health education tobacco tax funds be used for such services. In accordance with the State law, the DPH developed a supplemental Perinatal Outreach Plan.

The \$2,127,666 grant allocation is being used to pay for Phase III under the 1992-94 Tobacco Control Plan and the Perinatal Outreach Plan which is aimed at supplementing existing City and community-based services to target local tobacco control programs to specific populations, including out-of-school youths, pregnant women, women with young children and minorities. Additionally, Phase III emphasizes (1) tobacco use prevention, (2) discontinuance of tobacco by current and relapsing smokers and (3) increasing compliance with existing ordinances for the purpose of controlling tobacco use in public facilities, the work site and eating establishments.

The DPH now reports that the State has awarded the City a \$1,129,305 augmentation grant to the \$2,127,666 previously awarded. The \$1,129,305 augmentation is designated for Phase III of the Comprehensive Tobacco Control Plan and the Perinatal Outreach Plan for the two and one-half year period from January 1, 1992 to June 30, 1994. The \$1,129,305 augmentation plus the original allocation of \$2,127,666 brings the total amount available for this two and one-half year grant period to \$3,256,971. Accordingly, the DPH advises that it has prepared a revised 1992-94 Comprehensive Tobacco Control Plan and Budget and a revised Perinatal Outreach Plan and Budget based on the \$3,256,971 total funding from the original grant and the proposed augmentation. The revised Plans and Budgets will supersede the Plans and Budgets originally approved by the



Board of Supervisors. The original and the proposed augmented budgets for the 1992-94 Comprehensive Tobacco Control Plan and the Perinatal Outreach Plan are detailed below:

**Comprehensive Tobacco Control Plan**

<u>Personnel</u>	<u>Original Budget</u>	<u>FTE</u>	<u>Proposed Augmentation</u>	<u>FTE</u>	<u>Total</u>
Health Worker IV	0	0	\$47,887	1.00	\$47,887
Senior Health Educator	\$82,112	1.25	0	0	82,112
Senior Health Inspector	32,896	0.50	0	0	32,896
Mental Health Educator	40,175	0.85	0	0	40,175
Health Educator	125,764	2.25	0	0	125,764
Health Worker III	35,432	1.00	0	0	35,432
Medical Specialist	16,149	0.20	0	0	16,149
Assistant Health Educator	28,287	1.00	0	0	28,287
Health Worker II	12,760	0.40	0	0	12,760
Secretary I	42,460	1.10	0	0	42,460
Clerk Typist	1,833	0.10	9,909	0.25	11,742
Senior Clerk Typist	40,460	1.13	0	0	40,460
Senior Accountant	30,691	0.56	0	0	30,691
Registered Nurse	9,257	0.20	0	0	9,257
Contracts Officer	25,890	0.56	14,157	0	40,047
Outreach Coordinator	61,383	1.32	0	0	61,383
Fringe Benefits	<u>130,464</u>		<u>31,088</u>		<u>161,552</u>
Subtotal	\$716,013	12.42	\$103,041	1.25	\$819,054
<u>Operating Expenses</u>					
Office Expenses	\$29,250		\$99,735		\$128,985
Rent	43,432		(1,768)		41,664
Equipment Rental	1,200		0		1,200
Computer Equipment	0		12,149		12,149
Travel	8,398		24,352		32,750
Training	7,389		7,886		15,275
Educational Materials	15,800		5,702		21,502
Media/Promotions	8,000		263,895		271,895
Contractual Services	470,444		560,583		1,031,027
Other Expenses	<u>11,826</u>		<u>35,583</u>		<u>47,409</u>
Subtotal	\$595,739		\$1,008,117		\$1,603,856
<u>Indirect Costs</u>	<u>107,402</u>		<u>15,456</u>		<u>122,858</u>
Total	\$1,419,154		\$1,126,614		\$2,545,768

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Perinatal Outreach Plan**

	Original Budget	FTE	Proposed Augmentation	FTE	Total
<u>Personnel</u>					
Medical Social Worker	\$13,008	0.75	0	0	\$13,008
Health Worker III	16,156	0.50	0	0	16,156
Assistant Health Educator	92,434	3.00	0	0	92,434
Secretary I	45,974	1.15	0	0	45,974
Outreach Coordinator	37,720	0.81	0	0	37,720
Fringe Benefits	<u>57,480</u>		<u>0</u>		<u>57,480</u>
Subtotal	\$262,772	6.21	0	0	\$262,772
<u>Operating Expenses</u>					
Office Expenses	\$8,850		\$947		\$9,797
Rent	14,860		0		14,860
Travel	1,350		0		1,350
Training	2,363		0		2,363
Educational Materials	2,450		0		2,450
Media/Promotions	1,950		0		1,950
Contractual Services	<u>393,387</u>		<u>1,744</u>		<u>395,131</u>
Subtotal	\$425,210		\$2,691		\$427,901
<u>Indirect Costs</u>	<u>\$20,530</u>		<u>0</u>		<u>\$20,530</u>
Total	\$708,512		\$2,691		\$711,203
<b>Grand Total (Both Plans)</b>	<b>\$2,127,666</b>		<b>\$1,129,305</b>		<b>\$3,256,971</b>

**Required Match:** None

**Indirect Costs:** The proposed augmentation budget includes a total of \$15,456 in indirect costs, which represents 15 percent of the \$103,041 in personnel costs for the Comprehensive Tobacco Control Plan.

**Comments:** 1. The DPH advises that the \$103,041 augmented amount for personnel services under the Comprehensive Tobacco Control Plan would be used to pay for (1) a full-time Health Worker IV to provide preventive health services at Health Center 4 in Chinatown, for a project targeting Chinese youth, (2) expanded Contracts Officer time to provide contract

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

management and monitoring services, and (3) expanded clerical services to provide additional support services at Health Center 4.

2. According to DPH the \$263,895, augmentation amount for Media/Promotions under the Comprehensive Tobacco Control Plan would be used to pay for various media advertisements, including radio, newspapers, billboards, and bus shelters.

3. The DPH advises that it has not, as yet, selected contractors to provide the necessary contractual services. As such, the proposed legislation (File 146-92-46.2) includes a provision stipulating that an amount of \$562,327 (\$560,583 under the Comprehensive Tobacco Control Plan and \$1,744 under the Perinatal Outreach Plan) be placed on reserve pending the identification of contractors, the determination of the MBE/WBE status of the contractors and the finalized contract cost details. This provision, however, is included in the body of the legislation only. Therefore, the legislation should be amended to also include the provision in the title of the legislation.

4. The DPH has received approval from the Electronic Information Processing Steering Committee (EIPSC) to purchase the computer equipment (two personal computers and three printers) and software, in the amount of \$12,149, under the augmented Comprehensive Tobacco Control Plan budget.

5. As noted above, the proposed augmented budget has an effective date of January 1, 1992. However, the DPH reports that no expenditures have been incurred against the proposed augmentation budget.

6. A Summary of Grant Request, as prepared by the DPH for the proposed augmented grant allocation, is attached.

7. The Disability Access Checklists for the project sites are on file with the Clerk of the Board.

- Recommendations:**
1. Amend the proposed resolution (File 146-92-46.2) to include in the title of the resolution the provision stipulating that \$562,372 be placed on reserve pending the identification of contractors, the determination of the MBE/WBE status of the contractors and finalized contract cost details, and approve the resolution as amended.
  2. Approve the proposed resolution (File 146-92-45.1).

Calif Dept of Health Services

Division Public Health

Person Irene Reveles-Chase

Section Health Promotion

Tobacco Control Section

Contact Person Alyonik Hrushow

P.O. Box 942732, Sacramento, CA 95814

Telephone (415)554-9155

Requested \$ 1,129,305

Application Deadline \_\_\_\_\_

From Jan. 1, 1992 To June 30, 1994

Notification Expected \_\_\_\_\_

Health Commission \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

Item Description:

Request to (apply for) (accept and expend) (new) (continuation) (allocation) (augmentation to) grant in the amount of \$ 1,129,305 from the period of Jan. 1, 1992 to June 30, 1994 to provide tobacco control and perinatal outreach services.

Summary: (Concise summary of the project, including purpose, goals, and objectives)

This is an augmentation to the 1992-94 Comprehensive Tobacco Control Plan approved by the Health Commission on June 2, 1992. The state has revised its Allocation to San Francisco from \$2,127,666 to \$3,256,971. The revised plan and budget include the following additions: (a) a youth prevention and community action projected to be (SEE CONTINUATION PAGE)

III. Outcomes/Objectives:

(a) institutionalize tobacco interventions, (b) reduce exposure to environmental smoke through worksite interventions and community organizing campaigns, (c) reduce promotion and sale of tobacco to minors

IV. Effects of Reduction or Termination of These Funds:

Additional activities in revised plan would not be implemented and funding returned to state

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		2,127,666	3,256,971	1,129,305 ✓	na	
Personnel		978,785	1,080,166	101,381		
Equipment		-0-	3,250	3,250		
Contract Svc.		863,831	1,426,158	562,327		
Mat. & Supp.		81,337	162,850	81,513		
Facilities/Space		58,292	54,264	-4,028		
Other		17,476	374,947	357,470		
Indirect Costs		127,945	143,187	15,242 ✓		

VI. Data Processing

(See enclosed sheet)

-0- 12,150 12,150 ✓

VII. Personnel

F/T CSC	11	13	2	
P/T CSC	17	16	-1	
Contractual	-0-	6.7	6.7*	

\*only includes FTEs for identified contractors

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: State & federal MCH grants, State mental health grant, SFGH, CPHS

Will grant funded employees be retained after this grant terminates? If so, How?  
no

VIII. Contractual Services: Open Bid 1,325,714 Sole Source 100,444

Memo to Government Efficiency and Labor Committee  
 February 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-92-46.3

**Department:** Department of Public Health (DPH),  
 Community Public Health

**Item:** Release of reserved funds.

**Amount:** \$76,768

**Source of Funds:** State Department of Health Services (Tobacco Tax )

**Description:** The Board of Supervisors previously authorized the DPH to accept and expend a State grant allocation in the amount of \$2,127,666 for the Tobacco Control Plan (File 146-92-46). Of the \$2,127,666, \$863,831 was placed on reserve pending the DPH's identification of contractors, the MBE/WBE status of the contractors and finalized contract cost details. The DPH is now requesting that \$76,768 of the \$863,831, which was placed on reserve, be released.

The DPH reports that the \$76,768 would be used to pay for a contract with Polaris Research and Development, a certified MBE firm. DPH advises that Polaris Research and Development was selected through the Department's Request for Proposal (RFP) process. Polaris Research and Development would perform an evaluation of the 1992-94 (two and one-half years) Comprehensive Tobacco Control Plan. The \$76,768 contract amount is detailed below:

<u>Personnel</u>	<u>FTE</u>	
Project Director	0.38	\$18,240
Principal Investigator	0.27	17,280
Tobacco Researcher	0.02	1,160
Secretary	0.10	2,640
Quality Control Administrator	0.05	4,176
Accountant	0.08	3,672
Fringe Benefits		<u>14,337</u>
Subtotal	0.90	\$61,505

Operating Expenses

Rent	\$6,800
Utilities	480
Office Supplies	400
Postage	240
Office Maintenance	400
Printing/Reproduction	400

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
February 17, 1993 Government Efficiency and Labor Committee Meeting

Insurance	\$600
Staff Mileage	320
Equipment Rental	960
Clerical	400
Accounting Services	480
Consultant Services	1,600
Audit	536
Miscellaneous	708
Administrative Overhead	<u>939</u>
Subtotal	<u>\$15,263</u>
Total	\$76,768

**Recommendation:** Release the reserved funds in the amount of \$76,768.

Item 1d - File 146-92-60.1

**Department:** Department of Public Health (DPH)  
Bureau of Epidemiology and Disease Control

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation grant, which includes indirect costs of \$68,424 based on 20 percent of salaries.

**Grant Amount:** \$844,125

**Grant Period:** January 1, 1993 through December 31, 1993

**Source of Funds:** California Department of Health Services (CDHS)

**Project:** Hepatitis B Immunizations to Infants and Middle School Children

**Description:** The Board of Supervisors, at its August 26, 1992 meeting, previously authorized the DPH to apply for the continuation of the proposed grant of \$831,847 (File 146-92-60). The DPH reports that in the interim, CDHS increased its contract award to the DPH by \$12,278 from \$831,847 to \$844,125. DPH reports that during negotiations, the Center for Disease Control required additional activities for the component of the program to be implemented by the San Francisco Unified School District which resulted in the \$12,278 increase in the total grant award.

The proposed grant would fund a multi-year, two-part Hepatitis B immunization (prevention) project. The proposed funding would augment DPH's current perinatal Hepatitis B prevention program which identifies Hepatitis B carrier mothers and follows their infants and household contact to ensure appropriate Hepatitis B prevention. The ultimate goal of the proposed demonstration project is the elimination of Hepatitis B transmission in San Francisco. DPH intends to demonstrate in the proposed project, that it is possible to concurrently and effectively implement two separate programs which are expected to be part of any comprehensive Hepatitis B elimination strategy. These components are:

**Infant Program:** A program to assure the immunization, for Hepatitis B, of all 14,000 infants born in San Francisco in 1993.

**Adolescent Program:** A program to provide vaccine (including Hepatitis B and measles vaccine) to approximately half of all 7th grade students in the San Francisco Unified School District.

<b>Budget:</b>	<b><u>Personnel</u></b>	<b><u>FTE</u></b>	<b><u>Amount</u></b>
	Sr. Health Educator	1.00	\$50,815
	Management Assistant	1.00	38,519
	Health Educator	1.00	46,310
	Sr. Data Entry Operator	1.00	20,908
	Health Workers	2.00	58,103
	Secretary	1.00	28,213
	MIS Specialist	1.00	36,781
	Sr. Disease Control Investigator	0.50	21,742
	Public Service Aide	1.00	24,206
	Data Entry Operator	As needed	8,095
	Registered Nurse	As needed	<u>8,426</u>
	Total salaries		\$342,118
	Fringe benefits (26%)	_____	<u>88,951</u>
	Subtotal-Personnel	9.5	\$431,069
	<b><u>Operating Expenses</u></b>		
	Office Supplies		\$ 3,500
	Computer Supplies		1,500
	Photocopier		5,200
	Reproduction & Mail		3,500
	Rent and Phones		19,476
	Clinic Supplies		2,500
	Health Education Materials		10,000
	Media Relations		25,000
	Hospital Participation (stipends)		75,000
	Mileage/Parking Reimbursement*		2,000
	Out of State Travel**		6,000
	Equipment (computers, printer, freezer)		9,900
	Contracts - S.F. Unified School District		<u>181,056</u>
	Subtotal-Operating Expenses		344,632
	Indirect costs		<u>68,424</u>
	Total Budget		\$844,125

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\* These monies are to be used to reimburse approximately four to five employees for mileage and parking. Two of these staff persons travel up to 50 miles per week. City owned vehicles are assigned to the Department. However the DPH reports that the City owned vehicles are seldom available for use.

\*\* Out-of-state travel accounts for meetings with representatives of the Centers for Disease Control for training and project coordination. These meetings are held in Atlanta or another non-California location and are mandated by the Centers for Disease Control. There are also other out-of-state meetings that the Centers for Disease Control strongly recommend that the Department attend. DPH reports that a maximum of two people per year attend out-of-state meetings and that there are approximately three out-of-state trips per year. Air fare and accommodations per employee is estimated to be \$1,000 (2 employees per trip x 3 trips at \$1,000 each = \$6,000).

**Required Match:** None

**No. of Persons Served:** 14,000 infants and half of all seventh grade students in the San Francisco Unified School District

**Indirect Costs:** \$68,424 or 20% of salaries ( $0.20 \times \$342,118$ )

**Comments:** 1. The \$25,000 budgeted for Media Relations includes a widespread media campaign, such as public service announcements, advertisements in newspapers or journals and related media activities. A term purchase agreement would be established with various local news media agencies.

2. The Department has included \$75,000 for hospital stipends including \$70,000 for 14,000 infant immunizations at \$5 per immunization, plus an additional \$5,000 to provide funding if actual births exceed 14,000 to the following six participating hospitals in San Francisco:

Chinese Hospital	\$ 3,000
St. Lukes Hospital	10,500
UCSF Hospital	10,500
San Francisco General Hospital	11,250
Kaiser Permanente	13,500
California Pacific Hospital*	<u>26,250</u>
Total	\$75,000

\* California Pacific Hospital would receive more funding than the other hospitals because California Pacific Hospital delivers the largest number of San Francisco's infants.

3. The Department has also included \$181,056 for a contract with the San Francisco Unified School District to fund a program to immunize 7th grade students for Hepatitis B and measles. The \$181,056 would be allocated as follows:

**Personnel**

Nurses	\$ 89,928	
Health Workers	28,580	
Teacher Stipends	2,936	
Program Evaluation Consultant	14,100	
Computer Consultant	6,000	
Theatre Consultant	<u>2,000</u>	
Total Personnel		\$143,544

**Operating Expenses**

Office Supplies	\$ 4,000	
Medical Supplies	1,000	
Computer and Related Supplies	5,000	
Health Education Materials	3,000	
Teacher/Principal Incentives	2,600	
Student Incentives	6,500	
Travel	<u>2,000</u>	
Total Operating Expenses		\$ 24,100
Subtotal		\$167,644

Overhead and Administrative Expenses (8%)	<u>13,412</u>
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Total	\$181,056
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The DPH reports that the \$14,100 for a Program Evaluation Consultant is for a contract with an outside, non-profit agency (Education Training Resources and Associates) to conduct an evaluation of the Hepatitis B Project Program. According to DPH, Education Training Resources and Associates (ETR) was selected based on its experience in evaluating health programs in the public



sector, particularly in education. DPH reports that ETR has a good reputation in this field.

The Computer Consultant at \$6,000 would be responsible for augmenting the District's existing immunization data base and adapting it to evaluate the Hepatitis B and measles program. The computer consultant is budgeted to work 100 hours from January to December 1993 at \$60 per hour or \$6,000. However, the DPH reports that the computer consultant has not been selected. Therefore, the \$6,000 should be reserved pending the selection of the consultant position and determination of hours, hourly rates, and MBE/WBE status.

The Theater Consultant would develop creative strategies to motivate the 7th grade students to get their parents to sign and return the consent form for the Hepatitis B and measles immunizations. According to the DPH, the Theatre Consultant will work 90 hours at \$22.22 per hour or \$2,000 for the award year. However, the DPH reports that the theatre consultant has not been selected. Therefore, the \$2,000 should be reserved pending the selection of the consultant position and determination of hours, hourly rates, and MBE/WBE status.

4. Attached is a summary of grant request form prepared by the Department for the proposed grant.

5. The Department has completed a Disability Access Checklist that is included in the Board of Supervisors file.

**Recommendation:** 1. Amend the proposed resolution to reserve a total of \$8,000 including \$6,000 for a computer consultant and \$2,000 for a theatre consultant, as detailed in Comment No. 3, pending the DPH's selection of the consultants and the determination of hours, hourly rates, and MBE/WBE status.

2. Approve the proposed resolution as amended.

Grantor State Dept. of Health Services  
Contact Person Les Burd  
Address 2151 Berkeley Way  
Berkeley, CA 94704  
Amount Requested \$ 844,125  
Term: From 1/1/93 To 12/31/93  
Health Commission 1/12/93 Board of Supervisors: Finance Committee

Division Community Public Health Services  
Section Epidemiology & Disease Control  
Contact Person Carlos Rendon  
Telephone 554-2832  
Application Deadline September 11, 1992  
Notification Expected November 15, 1992  
Full Board

I. Item Description: Request to ~~(accept and expend)~~ (accept and expend) a ~~(new)~~ (continuation) ~~(renewal)~~ (renewal) grant in the amount of \$844,125 from the period of 1/1/93 to 12/31/93 to provide Hepatitis B Demonstration Project

II. Summary: (Concise summary of project goals, objectives, and priorities)

These are funds to support the continuation of the HEPATITIS B DEMONSTRATION PROJECT. The project components are: an infant program to assure the immunization for Hepatitis B of all infants born in San Francisco and an adolescent program to provide Hepatitis B immunization to 7th graders in SF Unified Schools.

III. Outcome/Objectives:

Elimination of Hepatitis B in San Francisco if these immunization practices are institutionalized after the Demonstration project is completed.

IV. Effects of Reduction or Termination of These Funds:

This demonstration project is intended to serve as a demonstration model for universal infant immunization of Hepatitis B nationwide.

V. Financial Information:

	Col. A Two Years Ago	Col. B Fiscal Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved
Grant Amount	N/A	510,628	844,125	333,497		
Personnel		226,479	431,069	204,590		
Equipment		12,000	9,900	2,100		
Contract Svc.		-0-	-0-	-0-		
Mat. & Supp.		29,000	17,500	11,500		
Facilities/Space		15,320	19,476	4,156		
Other		192,163	297,756	105,593		
Indirect Costs		35,666	68,424	32,758		

VI. Direct Processing

(See Indirect Costs)

6,000 8,000 2,000

VII. Personnel

F/T CSC	7	9	2
P/T CSC	1	3	2
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Remainder of salaries paid by other grants.

Will grant funded employees be retained after this grant terminates? If so, How?

Grant expected to continue for 3-4 years; if positions available, will be placed in these programs.

VIII. Contractual Services: Open Bid N/A \* Sole Source

\* Work ordered to SFUSD

Item 1e - File 146-93-3

**Department:** Department of Public Health (DPH)  
Emergency Medical Services (EMS)

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a new grant of \$48,215 which includes indirect costs of \$3,708 from the State Emergency Medical Services Authority.

**Grant Amount:** \$48,215

**Grant Period:** June 25, 1993 to June 24, 1994

**Source of Funds:** State Emergency Medical Services Authority

**Description:** The proposed grant would provide funding for a project to create a database which links pre-hospital care obtained from patients who use ambulances to get to a hospital, the treatment they receive in the hospital, and the ultimate results of the treatment when they are discharged from the hospital. The information provided from the database would allow an accurate evaluation of the pre-hospital care received by patients who are taken to the hospital by an ambulance.

**Budget:**

1811 MIS Specialist I (0.5 FTE)	\$18,544
Fringe Benefits @ 23%	<u>4,265</u>
	\$22,809
Contract Services	10,000
Other	11,698
Indirect Cost	<u>3,708</u>
	<u>\$48,215</u>

**Required Match:** None

**Indirect Cost:** \$3,708, based on 20% of salary costs of \$18,544.

**Comments:** 1. Other costs of \$11,698 is composed of computer hardware (\$4,300), computer software (\$1,398) and work orders to the DPH Paramedic Division (\$6,000). The work order is the estimated cost to extract 911 emergency calls database information and transfer the information into a format that the new database can read. The computer and related software has not yet been approved by EIPSC. Therefore \$5,698 should be reserved.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Ms. Abbie Yant of DPH states that if the proposed grant is reduced or terminated, personnel would be reduced or terminated accordingly.

3. The Contract Services of \$10,000 is for a computer programming consultant to develop the database. It is estimated it will take 250 hours at \$40 per hour to complete the programming. The computer programmer has not yet been selected. Therefore, the proposed \$10,000 for Contract Services should be reserved pending selection of the contractor, hours, hourly rates and MBE/WBE status.

4. Attached is the Health Commission "Summary of Grant Request" as prepared by the DPH for the proposed grant funds.

5. A Disability Access Checklist is included in the Board of Supervisors file.

**Recommendations:** 1. Amend the proposed resolution to reserve \$10,000 pending selection of the contractor, hours, hourly rates and MBE/WBE status and \$5,698 for computer equipment pending EIPSC approval, for a total to be placed on reserve of \$15,698.

2. Approve the proposed resolution as amended.

## Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State EMS Authority  
 Contact Person Michele Rains  
 Address 1930 9th St., Suite 100  
Sacramento, CA 94814

Division Central Administration  
 Section EMS Agency  
 Contact Person Abbie Yant  
 Telephone 554-9970

Amount Requested \$ 48,215  
 Term: From 06/25/93 To 06/24/94

Application Deadline 01/31/93  
 Notification Expected 03/31/93

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) ~~(continuing)~~ ~~(renewal)~~ ~~(extension)~~ ~~(modification)~~ grant in the amount of \$ 48,215 from the period of 06/25/93 to 06/24/94 to provide for development of the San Francisco EMS Data Linkage services.  
 Project.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

This project is designed to establish a database which links via computer software the ambulance clerical records to the hospital outcome data. A subset of data specific to the pediatric population will be included.

- III. Outcomes/Objectives:
1. To establish an ALS field/clinical database.
  2. To design computer software which links the field data to the hospital outcome data.
  3. To submit aggregate reports.
  4. To establish database subsets for the EMS-C project, cardiac arrest and trauma and to examine the feasibility of integrating data from all databases for these data subsets.

IV. Effects of Reduction or Termination of These Funds:

This data linkage project is an important step in the evolution of a comprehensive pre-hospital database. Without these funds we will not be able to accurately evaluate the effect of prehospital care on multiple groups of the prehospital patient population.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$48,215			
Personnel			\$22,809			
Equipment						
* Contract Svc.			\$10,000			
Mat. & Supp.						
Facilities/Space						
Other			\$11,698			
Indirect Costs			\$ 3,708			

VI. Data Processing

(same included above)

\$ 5,698

VII. Personnel

F/T CSC			.5		
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

\*VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (if sole source, attach Request for Exception Form)





Item 1f - File 146-93-5

**Department:** Department of Public Health (DPH)  
Community Substance Abuse Services

**Item:** Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a grant subvention up to the amount of \$4,700,000 and waiving indirect costs.

**Grant Amount:** \$4,700,000

**Source of Funds:** U.S. Department of Health and Human Services as subvended through the State Department of Alcohol and Drug programs.

**Grant Period:** January 1, 1993 to June 30, 1994

**Description:** The proposed resolution would subvent grant funds from the Federal government obtained from drug seizure forfeiture monies, to be used to reduce client waiting lists at various substance abuse treatment programs. These funds would also be used to augment programs to reduce HIV infection, particularly among intravenous drug users.

**Number of Clients:** 400 - 500 clients currently on the waiting list at various substance abuse treatment programs.

**Budget:** The following non profit organizations have been awarded sole source contracts:

<u>Contractor</u>	
18th Street Services	\$96,312
Asian American Recovery Services (AARS)	100,000
Bay Area Addiction Research & Treatment Services (BAART)	550,794
Baker Places, Inc.	140,000
Bay View Hunters Point Foundation	350,284
Chemical Awareness & Treatment Services (CATS)	360,745
Haight Ashbury Clinic	196,029
Facts on Crack	180,000
Horizons Unlimited of San Francisco, Inc.	221,000
San Francisco General Hospital PACE Program	258,742
Saint Vincent de Paul (SVDP)	154,151
Woman's Alcoholism Center (WAC)	204,668
Walden House	1,385,332
Westside Community Mental Health Center	226,674
Woman Institute of Mental Health (WIMH)	128,038
AIDS Health Project (AHP)	34,162
State Department of Vocational Rehabilitation (DVR)	13,332

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Designated Housing	99,737
Total	<u>\$4,700,000</u>

**Required Match:** None

**Indirect Costs:** Indirect costs are not allowed by the U. S. Department of Health and Human Services for this proposed grant.

**Comments:**

1. Attached is the Health Commission "Summary of Grant Request" as prepared by the DPH for the grant funds.
2. DPH has previously applied for this grant. However, Ms. Martha Henderson of the Community Substance Abuse Services states that the Board of Supervisors has not previously approved a resolution authorizing DPH to apply for these grant funds. Therefore, the proposed resolution should be amended to approve previous action taken.
3. Ms. Henderson states that the Disability Access Checklists for the contractors listed above are on file with the Clerk of the Board.
4. The grant funds would be used to provide a higher level of HIV and substance abuse prevention services at each agency.

**Recommendation:** Amend the proposed resolution to ratify action previously taken. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor: USDHHS/Substance Abuse and Mental Health Services Administration

Division: Mental Health and Substance Abuse Services

Contact Person:

Section: Community Substance Abuse Services

Address: 5600 Fishers Lane  
Rockville, Maryland

Contact Person: Wayne Clark, Ph.D.

Telephone: 255-3500

Amount Requested: \$ 4,700,000

Application Deadline: N/A

Term: From 1/1/93 To 6/30/94

Notification Expected: N/A

Health Commission \_\_\_\_\_ Board of Supervisors: \_\_\_\_\_ Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

**I. Item Description:** Request to accept and expend a new grant subvention in the amount of \$4,700,000 from the USDHHS/SAMHSA through the State of California/DADP for the period of January 1, 1993 to June 30, 1994 to reduce client waiting lists and lessen the threat of HIV transmission.

**II. Summary:**

This is a grant subvention from the federal government made available through the Treasury Postal Bill which identifies \$4,700,000 in drug seizure forfeiture money for the City and County of San Francisco in order to reduce client waiting lists for substance abuse services and lessen the threat of HIV infection/transmission. It is subvned through the State of California, Dept. of Alcohol and Drug Programs.

**III. Outcomes/Objectives:**

The outcome will be the reduction of waiting lists at various substance abuse treatment programs and augmentation/enhancement of programs which reduce HIV, particularly among intravenous drug users.

**IV. Effects of Reduction or Termination of These Funds:**

Reduction or termination of funds will result in proportionate reduction in services at those programs which will receive funds.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	\$4,700,000			
Personnel			0			
Equipment			0			
Contract Svc.			\$4,700,000			
Mat. & Supp.			0			
Facilities/Space			0			
Other			0			
Indirect Costs			*			

**VI. Data Processing**

(costs included above)			0			
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**VII. Personnel**

F/T CSC			0			
P/T CSC			0			
Contractual			**			

\*No indirect costs are permitted for this subvention, however the Department receives 10% of the State's total annual allocation for program administration.

\*\*Contractual FTEs are unknown at this time. This information will be included with subsequent contract modifications as submitted for Health Commission approval.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Not applicable

Will grant funded employees be retained after this grant terminates? If so, How?

Not applicable.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source XXX(if sole source, attach Request for Exemption Form)





Item 1g - File 146-93-6

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the DPH, Community Public Health Service (CPHS), Department of Epidemiology and Disease Control, Sexually Transmitted Disease (STD) Control Division, to accept and expend a grant augmentation of \$627,238, which includes indirect costs of \$71,099 based on 20 percent of salaries, from the Centers for Disease Control for the provision of STD prevention and treatment services.

**Grant Amount:** \$627,238

**Grant Period:** May 1, 1993 through December 31, 1993 (eight months)

**Source of Funds:** Centers for Disease Control

**Project:** STD Control Project

**Description:** The proposed resolution would approve an eight-month augmentation grant of \$627,238 to support the STD Control Project Program. The STD Control Project includes surveillance, education, investigation and treatment of sexually transmitted diseases. The proposed eight-month augmentation grant would include the following priority STD Control activities:

1. STD treatment, counseling, interviewing, and notification of partner
2. STD surveillance and screening
3. Epidemiology and disease trend analysis
4. HIV risk assessment, pre-test counseling and referral.

<b>Budget:</b>	<b><u>Personnel</u></b>	<b><u>FTE</u></b>	<b><u>Amount</u></b>
	Principal Disease Control Investigator	1.0	\$35,376
	Senior Disease Control Investigator	1.0	29,135
	Disease Control Investigators	6.0	112,352
	Sr. Clerk Typist	1.0	23,100
	Clerk Typist	4.0	77,728
	Epidemiologist II	1.0	40,376
	Computer Systems Manager	1.0	23,696
	Community Based Services Liaison	<u>1.0</u>	<u>13,735</u>
	Total Salaries	16.0	\$355,498

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
February 17, 1993 Government Efficiency and Labor Committee Meeting

Fringe Benefits at 26 percent	<u>\$ 92,427</u>	
Sub-total Personnel		\$447,925

**Travel Expenses**

**In-County**

Mileage (250 miles x \$0.25 per mile x 6 positions x 8 mos)	\$3,000
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Auto Usage Allowance (\$40 monthly allowance x 8 mos x 6 positions)	1,920
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Parking Allowance (\$3 per day x 16 field days per month per position x 6 positions x 8 mos)	<u>2,304</u>
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Total-In-County	\$7,224
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Out-of-County	<u>4,624</u>
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Sub-total Travel		11,848
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**Operating Expenses**

**Supplies:**

Gonorrhea Screening & Surveillance	\$10,000
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Chlamydia Screening & Surveillance	36,000
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Research Study (re: gonorrhea)	1,800
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Safer Sex Packets	9,800
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Health Education Supplies	2,866
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Office Supplies	1,000
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Computer Supplies	<u>1,100</u>
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Total Supplies	\$62,566
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Computer Consultant	16,000
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Other Expenses	<u>17,800</u>
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Sub-total Operating Expenses		96,366
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Indirect Costs (20 percent of salaries)		<u>71,099</u>
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TOTAL PROJECT BUDGET		\$627,238
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**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The proposed in-county travel expenses totalling \$7,224 support six Disease Control Investigator positions with an estimated monthly usage of 250 miles per month, per position, plus allowances. According to a Memorandum of Understanding with the union, DPH is required to reimburse the investigators for mileage and for both a monthly auto allowance and a parking allowance.

DPH is requesting \$4,624 for four out-of-county trips by STD program personnel. The DPH reports that the trips will include seminars or training sessions and are projected to be five days in duration. The total cost for each five day trip is \$1,156 including \$625 for seminar/training costs, \$481 for air fare and \$50 for incidentals. Four such trips total \$4,624.

Global Health Care Incorporated, a non-profit organization, would provide programming and computer consultant services related to finalizing development of a scannable medical record and bar coding system, and for general computer consultation. The proposed \$16,000 contract would be an extension of an existing contract. Global Health Care Incorporated was originally selected based on a competitive bid.

Other Expenses totalling \$17,800 include the following:

Two Federal Telecommunication	
Services lines	\$1,360
Two FAX machines	800
Vehicle Security/Parking	
for two vehicles*	1,600
Communications	8,440
Reproduction	4,000
Miscellaneous	<u>1,600</u>
Total	\$ 17,800

\*The DPH reports that the two vehicles are used by courier employees. The vehicles are used to transport screening specimens. The two vehicles are parked in rented spaces in a secure parking lot next to the City Clinic (\$100 per month x 2 vehicles x 8 months = \$1,600).

**Required Match:** None

**No. of Persons Served:** 27,000 patients served per year

**Indirect Costs:** \$71,099 based on 20 percent of salary costs, not including fringe benefits

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. The proposed grant of \$627,238, over eight months, or an average of \$78,405 per month, represents an average decrease of \$1,980 over the previous grant of \$321,540 over four months, or an average of \$80,385 per month. According to the DPH, the Centers for Disease Control has provided funding for the STD Control Project for over 40 years.
2. The DPH reports that if the proposed grant were reduced or terminated, STD services would have to be curtailed and the DPH would not be able to effectively monitor and respond to disease outbreaks.
3. The proposed grant includes indirect costs in the amount of \$71,099 based on 20 percent of salary costs, not including fringe benefits.
4. The Department has completed a Disability Access Checklist, which is in the file.
5. A Summary of Grant Request form, as completed by the Department, is attached.

**Recommendation:** Approve the proposed resolution.

Grantor Centers for Disease Control Division CPHS/Epidemiology & Disease Control  
Contact Person Linda Long Section STD Control  
Address 255 East Paces Ferry Road N.E. Contact Person Wendy Wolf  
Atlanta, Ga. 30305 Telephone 864-8100  
Amount Requested \$ 627,238 Application Deadline 12/7/92  
Term: From 5/1/93 To 12/31/93 Notification Expected 12/28/92  
Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

I. Item Description: Request to ~~XXXXXX~~ (accept and expend) a ~~XXXXXX~~ (augment 102)  
(Circle appropriate words) grant in the amount of \$ 627,238 from the period of 5/1/93 to 12/31/93  
to provide sexually transmitted disease (STD) control services.

II. Summary: (Concise summary of need, number of people served, services and provision)

Due to substantial changes being made in the 1994 Program Announcement and the CDC's inability to fund these changes in 1993 as originally planned, the 1992 award is being extended by 12 months. Funds are being awarded to augment the 1992 STD Control Project to provide for the continuation of surveillance, education, investigation and treatment of STDs, with an emphasis on syphilis, congenital syphilis, chancroid, chlamydia and HIV counseling, referral and partner notification.

III. Outcomes/Objectives:

- Reduce the overall incidence of STD
- Decrease the number of repeat STD visits (more than 1 visit in 12 months) by 10%
- Establish and maintain active surveillance systems for all STDs

IV. Effects of Reduction or Termination of These Funds:

Without funding, STD services would have to be curtailed and we would be unable to effectively monitor and respond to disease outbreaks.

V. Financial Information:

	Col. A Two Years Ago	Col. B Fiscal Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	\$1,103,700	\$966,620	\$627,238			
Personnel	810,815	696,872	447,925			
Equipment	300	300	0			
Contract Svc.	25,000	25,000	24,000			
Mat. & Supp.	160,785	90,800	62,566			
Facilities/Space	0	0	0			
Other	106,800	41,033	29,648			
Indirect Costs	*waived	110,615	71,099			

\*\$119,800 in indirect costs waived/ Indirect costs computed based on 20% of salaries

VI. Budget Progression

(See included items)

25,000 57,364 39,696

VII. Personnel

	<u>18</u>	<u>16</u>	<u>15</u>		
F/T CSC					
P/T CSC	<u>2</u>	<u>1</u>	<u>1</u>		
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No

\*VIII. Contractual Services: Open Bid \*\* Sole Source \*\* (If Sole Source, attach Request for Proposal Form)

\*\* As part of the Community Public Health Services Department all of our contractual services are performed through the MIS Department's contract with Global Health Care Services, Inc. This contract was originally bid out and is now a sole source.





Item 1h - File 146-93-7

**Department:** Department of Public Health (DPH)  
Community Public Health Services

**Item:** Resolution authorizing DPH to accept and expend a continuation grant of \$89,367 from the San Francisco Community Clinic Consortium, as prime grantee of the U.S. Health Resources and Services Administration, for HIV Early Intervention Services; waiving indirect costs and providing for ratification of actions previously taken.

**Grant Amount:** \$89,367

**Grant Period:** January 1, 1993 to December 31, 1993

**Source of Funds:** San Francisco Community Clinic Consortium, as prime grantee of the U.S. Health Resources and Services Administration

**Project:** HIV Early Intervention Services

**Description:** The proposed third-year grant would provide the Tom Waddell Clinic and Special Programs for Youth (SPY) health clinics, which are operated by the Department of Public Health (DPH), with Federal funds granted by the U.S. Health Resources and Services Administration through the San Francisco Community Clinic Consortium (SFCCC). SFCCC would award these funds to DPH, as subgrantee, for the provision of HIV early intervention services at the designated clinics.

**Budget:**

<u>Personnel</u>	<u>FTEs</u>	
Medical Records Technician	0.50	\$16,518
Health Worker II	0.85	23,769
Nurse Practitioner	<u>0.50</u>	<u>30,639</u>
Total Salaries	1.85	\$70,926
Fringe Benefits (26 percent)		<u>18,441</u>
Total Personnel		\$89,367

**Required Match:** None

**No. of Persons**

**Served:**

The Tom Waddell Clinic provides services to more than 17,000 individuals each year. DPH's Special Programs for Youth (SPY) health clinics provide services to more than 3,600 individuals each year. These grant funds will permit the clinics to reduce waiting times for these visitors and provide more effective case management.

**Indirect Costs:**

None

**Comments:**

1. Because the DPH is the subgrantee of this award, the grantor (U.S. Health Resources and Services Administration) does not require it to submit an application. The DPH indicates that the proposed grant funds would be awarded to SFCCC as the primary grantee and then by SFCCC to DPH to continue HIV early intervention services administered through the SFCCC network of community health facilities, which are also funded by the grant from the U.S. Health Resources and Services Administration (HRSA).
2. The DPH reports that it is the policy of HRSA not to allow indirect costs to subgrantees receiving these Federal Funds. Therefore, the proposed resolution waives indirect costs.
3. The DPH reports that expenses have been incurred against this award prior to the proposed approval of the Board of Supervisors because of uncertainty over the funding of the project. Personnel costs included in the budget for the proposed grant have been paid from the General Fund since the grant period began January 1, 1993, and would be reimbursed by the proposed grant funds following the receipt of authorization to accept and expend the funds. Therefore, the proposed grant provides for ratification of actions previously taken.
4. The proposed grant budget of \$89,367 includes only personnel costs associated with HIV early intervention services at the Tom Waddell and SPY clinics.
5. Attached is a copy of the Summary of Grant Request prepared by DPH.
6. Disability access checklists for the Tom Waddell Clinic and the Special Programs for Youth health clinics are on file with the Clerk of the Board.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor SF Community Clinic Consortium  
 Contact Person Enrique Carter, MD  
 Address 50 U.N. Plaza  
San Francisco 94102

Division CMS  
 Section SPECIAL PROGRAMS FOR YOUTH/IDM  
 Contact Person Anne Marie Benedicto  
 Telephone (415) 753-7778

Amount Requested \$ 407,802  
 Term: From Jan 1 1993 To Dec 31 1993

Application Deadline n/a  
 Notification Expected           

Health Commission            Board of Supervisors: Finance Committee             
Full Board

I. Item Description: Request to ~~accept and expend~~ (accept and expend) a ~~new~~ (continuation) (allocation) (program extension) grant in the amount of \$ 89,367 from the period of Jan 1 1993 to Dec 31 1993 to provide early intervention HIV services to the community service  
 (Circle appropriate words)

II. Summary: (Concise summary; need addressed; needs - groups served; services and providers)  
 The Dept of Public Health collaborated with the SF Community Clinic Consortium (SFCCC) to act as a sub-grantee to provide HIV early intervention services at the clinic sites of both agencies. A formal contract will be negotiated between DPH and the SFCCC for purpose of the proper administration of the award. At DPH, preventive and early intervention services will be provided at the Tom Waddell Clinic and at Special Programs for Youth. Grant funds will enhance already existing services at these sites.

III. Outcomes/Objectives:  
 (1) increase the number of HIV-related clinic visits; (2) provide prevention/education services to homeless youth; (3) provide primary care and case management services to high risk populations; (4) provide referrals and a network of care; (5) provide support to families affected by HIV disease.

IV. Effects of Reduction or Termination of These Funds:  
Necessary service will not be expanded to meet increasing needs.

#### V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	<u>86,127</u>	<u>89,367</u>	<u>89,367</u>	<u>0</u>		
Personnel	<u>86,127</u>	<u>85,160</u>	<u>89,367</u>	<u>+4,207</u>		
Equipment						
Contract Svc.						
Mat. & Supp.		<u>4,207</u>	<u>0</u>	<u>(4,207)</u>		
Facilities/Space						
Other						
Indirect Costs						

#### VI. Data Processing

(same included above)

#### VII. Personnel

	2.35	4.2	1.85	(2.35)	
F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Staffing will be a combination of new and existing staff.

Will grant funded employees be retained after this grant terminates? If so, How?

Existing City personnel will be retained. Grant funded personnel will be terminated.

VIII. Contractual Services: Open Bid            Sole Source            (Use sole source, attach Request for Exemption Form)





Item 1i - File 146-93-9

**Department:** Department of Public Health (DPH)  
Emergency Medical Services (EMS)

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a new grant of \$133,920, which includes indirect costs in the amount of \$9,600, from the State Emergency Medical Services Authority, and providing for ratification of action previously taken.

**Grant Amount:** \$133,920

**Grant Period:** June 25, 1993 through June 24, 1994

**Source of Funds:** State Emergency Medical Services Authority

**Description:** In 1991, DPH received a \$13,000 grant from the State Emergency Medical Services Authority to support the work of the Paramedic Pediatric Education Subcommittee of the California Pediatric Emergency and Critical Care Coalition. This Subcommittee was established to evaluate the problems of existing paramedic pediatric education and to recommend goals and revised guidelines for paramedic pediatric education. The Subcommittee's work was then evaluated and modified by the State for implementation Statewide. DPH reports that its Project Steering Committee recently approved the paramedic pediatric education guidelines developed by the Paramedic Pediatric Education Subcommittee.

The DPH advises that the proposed State grant would be used to assist the California Pediatric Emergency and Critical Care Coalition in order to develop (a) a printed and complete state of the art instruction manual, to serve as an appropriate reference and (b) an illustrated slide program based upon the approved curriculum. The work will be accomplished by an educational specialist with the assistance of an educational consultant and illustrator.

<b>Budget:</b>	Contract Services - University of California, San Francisco (UCSF)	<u>FTE</u>	<u>Amount</u>
	Employees:		
	Educational Specialist	0.50	\$34,000
	Secretary	0.27	10,000
	Director	<u>0.15</u>	<u>24,000</u>
	Total Salaries including fringe benefits	0.92	\$68,000
	Consultants:		
	Educational Consultant (67 hours x \$75 per hour)		5,000
	Illustrator (30 illustrations @ \$100 each)		3,000
	Equipment		5,000
	Supplies		9,000
	Travel		<u>6,000</u>
	Subtotal		\$96,000
	Administrative Overhead		<u>28,320</u>
			\$124,320
	Indirect Costs		<u>9,600</u>
	Total Grant		<u><u>\$133,920</u></u>

**Required Match:** None

**Indirect Cost:** \$9,600, based on 10% of direct costs from the State Emergency Medical Services Authority

**Comments:** 1. Travel cost of \$6,000 is for five members of the subcommittee to attend four quarterly subcommittee meetings and for one educational specialist to travel throughout the State. Administrative overhead represents indirect cost of 29.5% charge by the contractor.

2. Attached is the Health Commission "Summary of Grant Request" as prepared by the DPH for the proposed grant funds.

3. A Disability Access Checklist is included in the Board of Supervisors file.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor <u>State EMS Authority</u> Contact Person <u>Michele Rains</u> Address <u>1930 9th St., Suite 100</u> <u>Sacramento, CA 95814</u>	Division <u>Central Administration</u> Section <u>EMS Agency</u> Contact Person <u>Abbie Yant</u> Telephone <u>554-9970</u> Application Deadline <u>1/31/93</u> Notification Expected _____ Health Commission _____ Board of Supervisors: Finance Committee _____ Full Board _____
Amount Requested \$ _____ Term: From <u>06/25/93</u> To <u>06/24/94</u>	

**I. Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (augmentation) to grant in the amount of \$ 133,920 from the period of 06/25/93 to 06/24/94 to provide for development of paramedic pediatric training material. KX00855

(Circle appropriate words)

**II. Summary:** (Consent/Whitney; need address; number + groups served; services and providers)  
 This grant will fund the Pediatric Coalition to develop printed, complete, state-of-the-art Instruction Manual, appropriate reference and illustrated slide set, based on the approved curriculum.

### III. Outcomes/Objectives:

To provide California paramedic training program materials to teach a standardized pediatric curriculum.

To include the technical expertise of the Pediatric Coalition members in the development of these materials.

### IV. Effects of Reduction or Termination of These Funds:

Without these funds the Pediatric Coalition will not be able to provide these instruction materials necessary for implementing the previously developed pediatric curriculum.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed \$133,920	Col. D Change	Req. Match	Approved by
Grant Amount	_____	_____	_____	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
*Contract Svc.	_____	_____	124,320	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	9,600	_____	_____	_____

### VI. Data Processing

(costs included above)

### VII. Personnel

F/T CSC	_____	_____	-	_____	_____
P/T CSC	_____	_____	-	_____	_____
Contractual	_____	_____	.5 FTE	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
No

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (if more than one, attach Request for Exemption Form)



Item 1j - File 150-93-1

**Department:** Recreation and Park Department

**Item:** Resolution authorizing the Recreation and Park Department to apply for a new Federal grant, which includes up to \$19,263 for indirect costs.

**Grant Amount:** Up to \$287,500

**Grant Period:** October, 1992 through October, 1995

**Source of Funds:** Federal Land and Water Conservation Fund

**Project:** India Basin Wetlands Restoration, Phase II

**Description:** The Board of Supervisors has previously authorized the Recreation and Park Department to accept and expend grant funds (File 150-91-3.1) to complete Phase I of the India Basin Wetlands Restoration project. Phase I of the project includes the removal of submerged debris and scuttled vessels which have been dumped and abandoned at the water's edge. The proposed grant funds would be used for Phase II of the project, which would include landscaping of inland areas and restoration of wetland and shoreline habitats.

The India Basin land was purchased with funds from the Open Space Fund and is the only Bay shore area held by the Recreation and Park Department. The India Basin land is located in the area of Innes Avenue and Hunters Point Boulevard. It has been used for years as a dumping ground and as a squatters' settlement, and has several barges and other vessels, both beached and submerged, which must be removed prior to restoring the wildlife and vegetative habitats desired in Bay wetlands.

**Required Match:** \$287,500, or 100 percent of the proposed grant funds, available through previously appropriated Open Space Funds.

**Indirect Costs:** \$19,263 or approximately 6.7 percent of the total proposed grant funds of \$287,500.



<b>Budget:</b>	<u>Contractual Services</u>	
	Irrigation System	\$250,000
	Shoreline Trail	30,000
	Pedestrian/Fishing Pier	100,000
	Picnic Area	50,000
	Interpretive Signage	25,000
	Design	<u>45,000</u>
	Total Contractual Services	\$500,000
	<u>Contingencies</u>	\$20,737
	Approximately eight percent of Total Contractual Services.	
	<u>DPW Construction Management</u>	35,000
	<u>Indirect Costs</u>	<u>19,263</u>
	Total Project	\$575,000

**Comments:**

1. As noted above, the proposed grant period began on October 1, 1992. Therefore, the proposed resolution should be amended to authorize the Recreation and Park Department to apply for the proposed grant funds retroactively. Ms. Elaine Molinari of the Recreation and Park Department reports that although the Department has previously applied for the proposed grant funds, upon notification from the Federal government on the amount of the proposed grant award, the Department will have until September 30, 1995 to accept and expend the proposed grant funds.
2. According to Ms. Molinari of the Recreation and Park Department, more specific budget and contractor details will be provided to the Board of Supervisors when the Department requests authorization to accept and expend the proposed grant funds.
3. Attached is the "Summary of Grant Request Form."
4. The Disability Access Checklist is in the file.

**Recommendation:** Amend the proposed resolution to authorize the Recreation and Park Department to apply for the proposed grant funds retroactively. Approve the proposed resolution as amended.

Item No. \_\_\_\_\_

## - Summary of Grant Request

Rev. 4/10/90

Grantor Federal Land and Water  
 Contact Person Conservation Fund  
 Address \_\_\_\_\_

Division Recreation and Park Department  
 Section \_\_\_\_\_  
 Contact Person Phil Arnold  
 Telephone 666-7080  
 Application Deadline \_\_\_\_\_  
 Notification Expected \_\_\_\_\_  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Amount Requested \$ 287,500  
 Term: From \_\_\_\_\_ To \_\_\_\_\_  
 Health Commission \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 287,500 from the period of Oct 92 to Oct 95 to provide wetlands restoration services.  
 (Circle appropriate words)

II. Summary: (Contact/biography, need addressed; number & groups served; services and providers)

The proposed grant funds would be used for Phase II of the project which would include landscaping of inland areas and restoration of wetlands and shoreline habitats at India Basin.

III. Outcomes/Objectives:

Restoration of wetlands at India Basin

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$287,500			
Personnel						
Equipment						
Contract Svc.			520,737			
Mat. & Supp.						
Facilities/Space						
Other			35,000			
Indirect Costs			19,263			

VI. Data Processing

(costs included above)

VII. Personnel

	F/T CSC	P/T CSC	Contractual

N/A

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

N/A

VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (if sole source, attach Request for Estimation Form)



Memo to Government Efficiency and Labor Committee  
February 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1k - File 192-93-1

**Department:** Parking and Traffic

**Item:** Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for, accept, and expend \$49,000 in California Office of Traffic Safety funds for a high-accident identification project, foregoing reimbursement of indirect costs.

**Grant Amount:** \$49,000

**Grant Period:** January 1993 through November 1994 (23 months)

**Source of Funds:** California Office of Traffic Safety

**Project:** High Accident Identification System

**Description:** The proposed grant would provide a new source of funds for the Department of Parking and Traffic's High Accident Identification System (HAIS), which is used to analyze accident rates in various locations in the City. The Department of Parking and Traffic (DPT) uses this information to reduce the number of traffic accidents in San Francisco.

**Budget:**

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>	
Associate Traffic Engineer	0.34	\$19,984	
Senior Administrative Analyst	0.08	4,850	
Engineer Trainee	0.28	8,505	
Data Entry Operator	<u>0.17</u>	<u>4,576</u>	
Subtotal	0.87	\$37,915	
Fringe Benefits @ 26.6 percent		<u>10,085</u>	
Total Personnel			\$48,000
Computer Software		<u>1,000</u>	
Total Grant Budget			\$49,000

**Required Match:** None

**Indirect Costs:** The Department of Parking and Traffic reports that the California Office of Traffic Safety does not allow indirect costs for this grant.

**Comments:**

1. Mr. Jerry Robbins of the Department of Parking and Traffic (DPT) states that information concerning traffic accidents in the City is currently provided to DPT by the San Francisco Police Department based on traffic accident reports which are filed by Police Officers and transcribed by Police Department clerks. These reports are then provided by DPT to data entry operators in the Controller's Internal Services Division, who enter the information in a computerized traffic accident identification system. Mr. Robbins states that this method of monitoring traffic accident information is subject to a high rate of transcription errors and information gaps.

The proposed grant funds would be used to develop an improved computerized traffic accident identification system which would enable Police Department employees to directly input traffic accident data. The computer system would specify for Police Department data entry operators the type of information which is needed. Mr. Robbins indicates that DPT will also use the grant funds to expand the type of information which is collected by the traffic accident identification system. For instance, Mr. Robbins states that, at the present time, DPT is unable to correlate the number of accidents at any given location with the amount of traffic the location receives.

2. As shown above in the proposed grant budget, \$48,000 of the \$49,000 proposed grant amount would be used to fund 0.87 FTE positions. Mr. Robbins reports that these 0.87 FTE positions were included in DPT's 1992-93 budget, and that the proposed grant funds will release funds which were budgeted in 1992-93 for these positions. The budgeted funds would be used to continue funding for three temporary Engineer Trainees, who would substitute for the 0.87 FTE employees assigned to the grant project, according to Mr. Robbins.

3. Mr. Robbins states that DPT has already applied for the grant funds and received the grant allocation from the California Office of Traffic Safety. Therefore, the proposed resolution should be amended to authorize DPT to apply for the grant retroactively.

4. A Disability Access Checklist for the Department of Parking and Traffic is on file with the Clerk of the Board.

5. Attached is the Grant Application Information Form which was submitted by the Department of Parking and Traffic.



- Recommendations:** 1. Amend the title and body of the proposed ordinance by inserting "retroactively" between "Traffic" and "to apply" at page 1, line 3, and between "authorized" and "to apply" at page 2, line 5.
2. Approve the proposed resolution, as amended.

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Department of Parking and Traffic

Contact Person: Jerry Robbins Telephone: 554-9818

Project Title: High-Accident Identification System

Grant Source: State Office of Traffic Safety

Proposed (New Continuation) Grant Project Summary:

The grant funding will be used to enhance the Department of Parking and Traffic's high accident identification system to allow rapid computation of accident rates for midblock roadway segments and intersections.

Amount of Grant Funding Applied for: \$49,000

Maximum Funding Amount Available: unknown

Required Matching Funds: none

Number of Positions Created and Funded: 3 existing temporary positions will be extending by this grant.

Amount to be Spent on Contractual Services: none

Will Contractual Services be put out to Bid? not applicable

Term of Grant: January 1993 through November 1994

Date Department Notified of Available funds: November 1992

Application Due Date: January 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

All grants must be for projects that improve traffic safety. Indirect costs are ineligible for reimbursement.

  
Department Head Approval



Item 11 - File 192-93-2

**Department:** Department of Parking and Traffic

**Item:** Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for a grant in the amount of \$285,000 of California Clean Air and Transportation Improvement Act of 1990 (Proposition 116) funds, which include indirect costs of \$1,400 or 10 percent of non-contract costs, for removal of the median on Valencia Street (Market to Mission Streets) to enable the street to be restriped with wide curb lanes to reduce bicycle/motor vehicle conflicts.

**Grant Amount:** \$285,000

**Grant Period:** Two years following receipt of grant funds

**Source of Funds:** Clean Air and Transportation Improvement Act of 1990 (Proposition 116)

**Project:** Valencia Street bicycle access.

**Description:** In June, 1990, California voters approved Proposition 116, which included \$20 million designated for bicycle programs State-wide.

The proposed resolution would authorize the Department of Parking and Traffic to apply for \$285,000 in Proposition 116 grant funds to remove the median on Valencia Street from Market Street to the junction with Mission Street (south of Army Street), a distance of approximately 1.9 miles. Following removal of the median, the traffic lanes on Valencia Street would be restriped and the right hand lane in each direction would be widened, in order to reduce bicycle/motor vehicle conflicts and enhance safety for bicyclists.

**Budget:** The preliminary budget for the proposed grant funds is shown below. The Department of Parking and Traffic will submit complete budget details when it requests authorization to accept and expend the proposed grant funds.

Contractual Services	\$269,600
Traffic Engineering	<u>14,000</u>
Total Direct Costs	\$283,600
Indirect Costs	<u>1,400</u>
Total Grant Amount	\$285,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



**Required Match:** None

**Indirect Costs:** Indirect costs are included in the amount of \$1,400, based on ten percent of Traffic Engineering (non-contract) costs of \$14,000.

**Comments:** 1. The Budget Analyst notes that the proposed grant amount of \$285,000 to remove 1.9 miles of median is equivalent to \$150,000 per mile (5,280 feet) or approximately \$28.41 per linear foot of median removal. Mr. Peter Tannen, the Bicycle Coordinator for the Department of Parking and Traffic, states that, in addition to removing the median, it will be necessary to relocate traffic signals which are affixed to the median, to install curb ramps for disabled access at any sidewalks which are modified during the project, to move manhole covers and any other infrastructure located in the median, and to re-paint the traffic lanes, including widening the right hand lanes for bicycle access.

2. Mr. Tannen reports that the removal of the median and related work will be performed by a private contractor selected through competitive bidding. Details of this contract will be submitted when the Department of Parking and Traffic requests authorization to accept and expend the proposed grant funds.

3. Mr. Tannen states that the grant application was due on November 20, 1992 and that the Department of Parking and Traffic has already applied for the funds. Therefore, the proposed resolution should be amended to authorize the grant application retroactively.

4. A Disability Access Checklist for the Department of Parking and Traffic is on file with the Clerk of the Board.

5. Attached is the Grant Application Information Form submitted by the Department of Parking and Traffic.

**Recommendations:** 1. Amend the title and body of the proposed resolution to authorize the grant application retroactively, by inserting the word "retroactively" after "apply" at page 1, line 3 and at page 3, line 4.

2. Approve the proposed resolution, as amended.

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PARKING AND TRAFFIC

Contact Person: PETER S. TANNEN Telephone: 415/554-9837

Project Title: CURB LANE WIDENING AND MEDIAN REMOVAL ON VALENCIA STREET

Grant Source: CALIFORNIA TRANSPORTATION COMMISSION PROPOSITION 116

Proposed (New / Continuation) Grant Project Summary:

Removal of the five foot median on Valencia Street from Market to Mission Streets (1.9 miles) to enable the street to be restriped / with wider curb lanes to reduce bicycle/motor vehicle conflicts.

Amount of Grant Funding Applied for: \$285,000

Maximum Funding Amount Available: \$10.8 million - Statewide

Required Matching Funds: None

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$200,000

Will Contractual Services be put out to Bid? Yes

Term of Grant: 2 years

Date Department Notified of Available funds: August 28, 1992

Application Due Date: November 20, 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The California Transportation Commission (CTC) is soliciting applications for Proposition 116 bicycle funding.

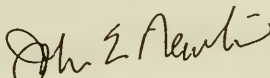
The CTC has \$10.8 million available statewide to program for this fiscal year through a competitive evaluation process. A total of \$20 million was funded for this and last fiscal years.

Eligible applicants generally are cities, counties, county transportation authorities and transit districts.

Eligible projects are for "capital outlay for bicycle improvement projects which improve safety and convenience for bicycle commuters."

Assessment of Need for Grant Funding:

This grant will enable the City and County of San Francisco to continue and accelerate its program of bikeway improvements for commuter safety and convenience.

  
John E. Newlin

Department Head Approval

Item 1m - File 192-93-3

**Department:** Department of Parking and Traffic

**Item:** Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for a grant in the amount of \$85,000 of California Clean Air and Transportation Improvement Act of 1990 (Proposition 116) funds, which include indirect costs of \$8,500 or 10 percent of project costs, for signage to delineate commuter bicycle routes throughout the City and County of San Francisco.

**Grant Amount:** \$85,000

**Grant Period:** Two years from date of receipt of grant funds

**Source of Funds:** State Clean Air and Transportation Improvement Act of 1990 (Proposition 116)

**Project:** Signage for bicycle commuter routes

**Description:** In June, 1990, California voters approved Proposition 116, which included \$20 million designated for bicycle programs State-wide.

The proposed resolution would authorize the Department of Parking and Traffic to apply for \$85,000 in Proposition 116 grant funds to designate certain San Francisco streets as commuter bicycle routes.

**Budget:** The preliminary budget for the proposed grant funds appears below. The Department of Parking and Traffic will submit complete budget details when it requests authorization to accept and expend the proposed grant funds.

Materials and Labor	\$72,250
Engineering Services	<u>4,250</u>
Total Direct Costs	\$76,500
Indirect Costs	<u>8,500</u>
Total Grant Amount	\$85,000

**Required Match:** None

**Indirect Costs:** Indirect costs are included in the amount of \$8,500, based on ten percent of total project costs of \$85,000.

**Comments:**

1. Mr. Peter Tannen, the Bicycle Coordinator in the Department of Parking and Traffic, states that the terms of the grant program require that the grant funds be used to designate bicycle routes for use by commuters, rather than for recreational purposes. Mr. Tannen states that the bicycle routes to be designated would facilitate bicycle commuting to business districts and educational institutions in San Francisco.
2. Mr. Tannen states that the City's Bicycle Advisory Committee has recommended that certain City streets be designated as commuter bicycle routes. The Department of Parking and Traffic will publicize the proposed routes before designating them as commuter bicycle routes, and will hold at least one public hearing at which bicyclists and other interested parties can respond to the proposed routes and suggest improvements. Mr. Tannen states that the proposed bicycle routes would also be subject to approval by the City Planning Commission and would be incorporated into the Transportation Element of the City's Master Plan. Under the Charter, the City Planning Commission must notify the Board of Supervisors of amendments to the Master Plan, but the proposed bicycle routes would not be subject to separate approval by the Board of Supervisors.
3. Mr. Tannen states that the grant application was due on November 20, 1992 and that the Department of Parking and Traffic has already applied for the funds. Therefore, the proposed resolution should be amended to authorize the grant application retroactively.
4. A Disability Access Checklist for the Department of Parking and Traffic is on file with the Clerk of the Board.
5. Attached is the Grant Application Information Form submitted by the Department of Parking and Traffic.

- Recommendations:**
1. Amend the proposed resolution to authorize the grant application retroactively, by inserting "retroactively" after "apply" at page 1, line 3 and at page 3, line 3.
  2. Approve the proposed resolution, as amended.



## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PARKING AND TRAFFIC

Contact Person: PETER S. TANNEN Telephone: 415/554-9837

Project Title: BICYCLE COMMUTE ROUTE SIGNAGE

Grant Source: CALIFORNIA TRANSPORTATION COMMISSION PROPOSITION 116

Proposed (New / Continuation) Grant Project Summary:

Purchase and installation of bicycle commute route  
signage throughout the City to encourage bicycle  
commuting.

Amount of Grant Funding Applied for: \$85,000

Maximum Funding Amount Available: \$10.8 million - Statewide

Required Matching Funds: None

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$25,000

Will Contractual Services be put out to Bid? Yes

Term of Grant: 2 years

Date Department Notified of Available funds: August 28, 1992

Application Due Date: November 20, 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The California Transportation Commission (CTC) is soliciting applications for Proposition 116 bicycle funding.

The CTC has \$10.8 million available statewide to program for this fiscal year through a competitive evaluation process. A total of \$20 million was funded for this and last fiscal years.

Eligible applicants generally are cities, counties, county transportation authorities and transit districts.

Eligible projects are for "capital outlay for bicycle improvement projects which improve safety and convenience for bicycle commuters."

Assessment of Need for Grant Funding:

This grant will enable the City and County of San Francisco to continue and accelerate its program of bikeway improvements for commuter safety and convenience.

  
John E. Newlin

Department Head Approval

Items 1n and 1o - Files 68-92-1.1 and 68-92-12.1

**Department:** Mayor's Criminal Justice Council (MCJC)

**Items:** Release of reserved funds in the amount of \$160,000 for the Community Partnership Program (File 68-92-1.1).

Release of reserved funds in the amount of \$196,000 for the Community Partnership Program (File 68-92-12.1).

**Amount:** \$356,000 (\$160,000 plus \$196,000)

**Source of Funds:** Federal Office of Substance Abuse Prevention (OSAP)

**Description:** The Board of Supervisors previously approved legislation which authorized the MCJC to accept and expend an OSAP grant in the amount of \$524,997 for the Community Partnership Program (CPP), for the period January 1, to December 31, 1992 (File 68-92-1). Of the \$524,997, \$160,000 was placed on reserve pending the selection of community-based organizations to conduct the activities of the CPP's Neighborhood Empowerment Program. The Board of Supervisors also previously approved separate legislation which authorized the MCJC to apply for, accept and expend an OSAP grant in the amount of \$1,273,997 for the CPP, for the period January 1, to December 31, 1993. Of the \$1,273,997, \$196,000 was placed on reserve pending the selection of community-based organizations to conduct the activities of the CPP's Neighborhood Empowerment Program (File 68-92-12) and the submission of Disability Access Checklists for these agencies.

The CPP is a City-wide neighborhood and youth-oriented substance abuse prevention program which began in October 1990 using Federal funding provided by OSAP. The Program consists of several components, including (1) the Neighborhood Empowerment Program, which facilitates the efforts of parents, youth and neighborhood residents to develop community drug prevention strategies in 17 City neighborhoods, (2) the Mayor's Youth Forum, which provides youth with leadership and problem-solving skills and (3) the Mayor's Drug Prevention Task Force, composed of 20 citizens who oversee the project and advise the Mayor concerning substance prevention. The Mayor's Office provides services to 8 of the 17 neighborhoods involved in the Neighborhood Empowerment Program. The remaining 9 neighborhoods participate in the program through a sub-grant by the Mayor's Office to the Japanese Community Youth Council (JCYC).

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The Mayor's Office reports that 33 community-based organizations were selected through the Department's Request for Proposal (RFP) process to conduct Neighborhood Empowerment Program activities in the 17 target neighborhoods. The amounts allocated by the Mayor's Office to the 33 community-based organizations are detailed below:

<u>Community-Based Organization</u>	<u>Amount Allocated</u>
<u>Mission Education Projects</u> Organize three neighborhood block clubs to combat substance abuse related problems.	\$15,000
<u>Fellowship Urban Outreach</u> Develop organizing drive through churches to create a support network to make substance abuse prevention materials and strategies available to the community.	5,000
<u>Hunters View Tenants Association</u> Provide positive activities, and skills development for housing tenants and increase the capabilities of the tenants association to attract and retain membership.	7,000
<u>Ingelside Community Center</u> Organize support groups for high-risk youth and parents.	9,500
<u>North of Market Planning Coalition</u> Provide training educational workshops and activities to neighborhood residents and merchants to involve them in a community organizing project aimed at decreasing substance abuse.	15,000
<u>Children's Council of San Francisco</u> Provide training and create a task force for childcare staff and parents who have children in attendance at children's centers in Bayview Hunters Point in order to reduce the impact of substance abuse on the children.	15,000
<u>North of Panhandle Neighborhood Assoc.</u> Create and enhance a partnership to involve churches, neighbors and businesses to provide leadership and participation through youth activities and health education.	20,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Community-Based Organization</u>	<u>Amount Allocated</u>
<u>Alice Griffith Tenants' Association</u> Provide activities and skills development to tenants and increase the capabilities of the tenants association to attract and retain membership.	\$6,000
<u>Robert B. Pitts Plaza Residents' Council</u> Provide a series of neighborhood forums to conduct training in community organizing, partnership development, and leadership.	6,000
<u>Hayes Valley North &amp; South</u> Provide activities, skills development to area tenants and increase the capabilities of the tenants association to attract and retain members.	6,000
<u>The 16th Street Revitalization Committee</u> Organize neighbors and merchants into coalition to promote health, safety and drug prevention activities.	11,000
<u>Vietnamese Youth Development Center</u> Develop a youth leadership project which integrates training, leadership opportunities and community involvement, and establish a Tenderloin Youth Council.	20,000
<u>Chinatown Youth Center</u> Organize immigrant parents and focus groups to develop substance abuse prevention programs which reflect the culture and community.	14,000
<u>Uprising Community Plus</u> Organize a project which will train and involve parents and youth as advocates for change, through drug prevention campaigns, education and building self esteem.	6,000
<u>OMI Pilgrim Community Center</u> Plan and implement a series of forums for youth and families with alcohol and drug prevention as the main focus.	10,000



<u>Community-Based Organization</u>	<u>Amount Allocated</u>
<u>Youth Empowerment Project</u> Development of a drug and alcohol curriculum by youth to present to other youth at schools and centers.	\$10,000
<u>Lyon-Martin Women's Health Services</u> Provide support services for mothers through a self help/peer support group model aimed at changing conditions which promote substance abuse.	12,000
<u>Mission Neighborhood Centers Inc.</u> Youth participants will assess the recreation needs of the Mission and prepare a report to City officials. This process will teach skills in research, analysis and problem solving. Additionally, youth will study root causes of alcohol and drug abuse and assist in initiating policy changes.	17,000
<u>Mixed Race People of Color</u> Provide youth leadership training and community organizing skills to Tenderloin youth through a mentoring and role modeling program.	13,000
<u>Mission Cultural Center</u> Youth group will design and create a series of posters to counteract the alcohol advertisements which are targeted at the Latino Community.	17,000
<u>Westbrook/Hunter's Point "A" East Resident Council</u> Conduct educational seminars, community workshops and leadership training to prevent substance abuse among the residents.	6,000
<u>Plaza East Residents' Association</u> Develop a mentorship program for youth at the housing development.	6,000
<u>Sunnydale Tenants' Association</u> Provide activities and skills development and increase the capabilities of the tenant association to outreach and maintain membership.	6,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Community-Based Organization</u>	<u>Amount Allocated</u>
<u>Dolores Park Coalition</u> Implement activities and strategies to increase the effectiveness of the Coalition in its efforts to prevent substance abuse in the neighborhood.	\$12,000
<u>OMI Neighbors In Action</u> Youth group participants will conduct a community assessment on delinquency prevention, aimed at increasing their leadership, research and advocacy skills.	12,000
<u>Fair Oaks Neighbors</u> Organize a youth leadership group to enhance the work of the neighbors in substance abuse prevention and education.	6,000
<u>Geneva Towers Resident Council</u> Develop a drug prevention campaign among the area residents, as well as partnership between residents, church, and service providers.	6,000
<u>Potrero Hill Annex/Terrace Resident Association</u> Organize families against alcohol and drug abuse through training, workshops and health activities.	6,000
<u>Potrero Hill Neighborhood Watch</u> Create a partnership between residents, business and service providers to plan strategies to deter drug, crime and unemployment in the area.	5,000
<u>El Dorado School Neighborhood Betterment Council</u> Substantially reduce the level of substance abuse, crime and unemployment in the area by developing a strong, pro-active neighborhood association.	20,000
<u>Mission Economic &amp; Cultural Association</u> Train a youth group in health prevention by involving the youth in a "Health Is Power" (HIP) group. Youth will work with service providers in organizing and disseminating health information at mass activities in the Mission.	13,500

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Community-Based Organization</u>	<u>Amount Allocated</u>
<u>Visitacion Valley "Just Say No" Club</u> Through school/neighborhood based organizing, focus on prevention of alcohol, drug and tobacco use through educational and positive learning activities, stressing refusal skills.	\$5,000
<u>Association Refugiados Guatemaltecos</u> Organize and train refugees in leadership and empowerment by support groups and networks stressing drug and alcohol free activities. Educate refugees and their families in health issues.	<u>12,000</u>
Total	\$350,000

**Comments:**

1. As noted above, the total amount allocated to the community-based organizations is \$350,000 or \$6,000 less than the \$356,000 requested for release from reserve. Therefore, the Budget Analyst recommends that \$350,000 be released from reserve and the remaining balance of \$6,000 continue to be reserved.
2. The Disability Access Checklists for the above noted community-based organizations are on file with the Clerk of the Board.

**Recommendation:** As noted in Comment No. 1 above, reduce the requested release of reserved funds by \$6,000 from \$356,000 to \$350,000. Release the remaining \$350,000.

Item 2 - File 65-93-2

**Note:** This item was continued at the February 3, 1993 Government Efficiency & Labor Committee Meeting.

**Department:** Port of San Francisco

**Item:** Ordinance authorizing a lease of City property with Crowley Marine Services, Inc.

**Location:** Pier 54, Port of San Francisco

**Purpose of Lease:** Crowley Marine Services, Inc., would utilize Port space at Pier 54 for: (1) tug and tow operations and purchasing and administrative operations, currently located in Oakland and Alameda, and (2) ferry maintenance, engineering, and water taxi operations currently located at Pier 9, Port of San Francisco.

**Lessor:** City and County of San Francisco

**No. of Sq. Ft.** 116,037 sq. ft. of pier space, including 26,000 sq. ft. of shed space, 2,450 sq. ft. of office space, and 87,587 sq. ft. of pier space; and 175,000 of water space

**Rent Payable by Crowley to Port:** Years 1 through 5: \$20,225 per month (\$242,700 annually)  
Years 6 through 15: base rent of \$21,725 per month (\$260,700 annually) adjusted by the CPI, with a base of June 1993

**Term of Lease:** 15 years, commencing June 1, 1993

**Right of Renewal:** Two five-year options based on mutual agreement, with the rent to be renegotiated upon exercise of the first option. The options would not be subject to approval of the Board of Supervisors.

**Description:** Crowley currently operates its ferry maintenance and engineering shop and the water taxi service out of Pier 9. Its tug and tow, purchasing and administrative staff are currently located in Oakland and Alameda. This proposed agreement expands Crowley's presence in San Francisco by relocating the Pier 9 operations and the Oakland/Alameda operations to Pier 54.

According to Ms. Veronica Sanchez of the Port, a projected 40 to 50 additional maritime-related jobs in San Francisco would result from such operations.



Ms. Dorothy Schimke of the Port reports that Crowley plans to invest over \$1 million in improvements to Pier 54 to accommodate its proposed uses, including upgrades of the offices and sheds, fendering<sup>1</sup> and paving. In addition, the condition of Pier 54 is such that a portion of the deck would require rebuilding at an estimated cost of approximately \$286,606. According to Ms. Schimke, such repairs to the Pier would be required for any maritime or industrial tenants and therefore the Port would pay for such repairs. Further, portions of the substructure are badly spalled,<sup>2</sup> and the Port proposes to reinforce those portions by the shotcrete<sup>3</sup> method, at an estimated cost of \$408,000. The proposed improvements are capital improvements to Pier 54. According to Ms. Sanchez, the estimated life of these improvements is in excess of 25 years.

Because the Port does not have the in-house capability to perform the shotcreting, the proposed agreement provides for Crowley to perform the shotcreting work on the substructure in exchange for the Port doing Crowley's fendering work. In addition, Crowley would advance payments for cost of the materials for both the deck repairs and the fender improvements. Under the proposed lease provisions, the net cost to be advanced by Crowley is as follows:

Fender cost to be paid by the Port	\$599,915
Port's cost of shotcreting to be paid by Crowley	<u>(408,000)</u>
Difference	191,915
Cost of Materials to be paid by Crowley	<u>(353,005)</u>
Net Cost to be advanced by Crowley	(\$161,090)

However, the agreement proposes that the \$161,090 of net costs to be advanced by Crowley would be reimbursed to Crowley through (1) a rent credit of \$2,000 per month over the first five years, which equals \$120,000, and which has a net present value to Crowley of approximately \$108,598 using the Port's discount rate of eight percent, and (2) the Port foregoing any annual CPI increases during the first five years of the lease, which, using assumptions provided by Ms. Diane Artz of the Port, is equal to a present value of \$35,787.

The following lease provisions would also apply to the proposed lease:

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<sup>1</sup>A fender is a piece of timber, bundle of rope, or the like, attached to a dock for the purpose of lessening shock or preventing chafing.

<sup>2</sup>Split or chipped.

<sup>3</sup>Shotcrete is a method of strengthening or reinforcing surfaces or joints by applying concrete under pressure to the surface or joint.



- 1) Dockage - In the event of double or triple stacking of vessels or barges, Crowley will pay dockage for the double or triple stacked vessels based on the effective tariff rates.
- 2) Subleasing - Crowley would be allowed to sublease space pursuant to the Port Commission's standard policy, except that any net profits from subleasing would be shared with the Port, with the Port to receive 60% and Crowley to keep 40%. Should Crowley sublease space for more than two years, the sublet portion must be discrete and severable and would, at the Port's option, revert to control of the Port for other Port purposes.
- 3) Dredging - Any dredging required during the term of the lease would be performed by Crowley at its sole expense.
- 4) Hazardous Materials - Any costs of handling, disposing of or remediation of hazardous materials introduced onto the premises during Crowley's tenancy will be the sole responsibility of Crowley. A survey will be performed prior to commencement of the lease, including the pier and water areas, to determine a baseline condition.

According to Ms. Artz, Crowley is currently paying \$3,961.02 per month in rent to the Port for 11,462 sq. ft. of shed space and 4,840 sq. ft. of apron space (space between the shed and the water) at Pier 9. In consideration for being released from the provisions of the existing Pier 9 lease, Crowley has agreed to pay the Port the sum of \$500 per month for a five year period. (See Comment Nos. 1 and 2).

**Comments:**

1. The details of the rental rate provisions for the first five years of the proposed lease are as follows:

Years 1-5: \$20,225.00/mo. derived as follows:

Base rent, based on rates of \$0.26/s.f. for 26,000 sq. ft. of shed space, \$0.15/s.f. for 87,587 sq. ft. of pier space and \$0.75/s.f. for 2,450 sq. ft. of office space

\$21,725

Consideration for early termination of the Pier 9 lease

500

Construction credit

(2,000)

\$20,225

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. The net present value of the \$500 per month for 60 months that Crowley would pay to the Port for consideration for early termination of the Pier 9 lease is \$24,659, using the Port's discount rate of eight percent. The \$500 payment was negotiated by the Port and Crowley, considering that Crowley would have approximately two years and three months remaining on the Pier 9 lease, at the monthly rental payment rate of \$3,961.02.

3. The Port has requested that consideration of this lease approval by the Government Efficiency & Labor Committee be continued to the Committee's meeting of March 17, 1993.

4. As previously cited, the two five-year lease renewal options, which would be exercised by mutual agreement of the Port and Crowley, would provide for an open-ended rental rate to be charged by the Port to Crowley, without subsequent approval by the Board of Supervisors.

- Recommendations:**
1. Request the Port Commission to amend the proposed lease agreement relating to the two five-year lease renewal options, by either specifying the conditions for changes to the rental rates to be charged to Crowley or to require that such options be subject to approval of the Board of Supervisors.
  2. Continue the proposed ordinance to March 17, 1993, as requested by the Department.

Item 3 - File 172-92-21

**Note:** This item was continued from the February 3, 1993 Government Efficiency and Labor Committee meeting.

**Item:** Resolution supporting the concepts of an expanded partnership between the San Francisco Recreation and Park Commission and the San Francisco Zoological Society whereby the Society shall operate and manage the Zoo.

**Description:** The San Francisco Zoological Society (SFZS), a non-profit corporation, has managed a number of functions at the San Francisco Zoo since 1964 under a lease agreement with the City. In early 1992, the Mayor's Office, through the Recreation and Park Department, requested that the SFZS submit a proposal to expand its current role to include management of the entire Zoo, including increased private funding for Zoo operations and maintenance.

On September 1, 1992, the Recreation and Park Commission adopted Resolution No. 16420, which expressed support for an expansion of the City's partnership with the SFZS, and which included a six-page exhibit entitled "Concepts for an Expanded Partnership Lease Agreement." The resolution directed the General Manager of the Recreation and Park Department to submit the proposed concepts to the Board of Supervisors, and to request that the Board of Supervisors indicate "whether or not they support them." A proposed lease agreement between the City and the SFZS is not yet available for review by the Board of Supervisors.

The proposed resolution would 1) confer the support of the Board of Supervisors for the concepts of an expanded partnership between the City and the San Francisco Zoological Society for the care, control and management of the Zoo, and 2) urge the Recreation and Park Commission and the San Francisco Zoological Society (SFZS) to negotiate a lease agreement which incorporates these concepts.

The Budget Analyst has expressed concern that the proposed concepts lack significant financial details. At the request of the Government Efficiency and Labor Committee, the Zoo Director and the Executive Director of the SFZS have developed proposed amended concepts which incorporate the proposed fiscal provisions of an expanded partnership lease agreement. The amended proposed concepts have been reviewed by the Budget Analyst.

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The amended concepts reflect, in part, that, over the first five years of a lease agreement, the City would contribute an annual subsidy of \$4 million; the SFZS would contribute a minimum of \$7 million annually, which would include Zoo admission fees, for the Zoo's operating expenses; and the SFZS would contribute a \$10 million Founder's Fund from private sources, including \$2 million in operating funds, \$5 million for capital projects, and \$3 million to increase the SFZS Endowment Fund.

The amended concepts reflect that the SFZS would undertake a \$25 million capital campaign and that the Recreation and Park Commission would support an additional \$25 million bond issue for the Zoo. However, these sources of up to \$50 million for capital improvements at the Zoo would not be required to be provided under the terms of a lease agreement.

The term of the lease agreement would be for five years. At the expiration of the five year term, the lease could be extended on an annual basis or renewed for an additional five year or longer period, subject to approval by the Board of Supervisors. If the lease is extended, it could also be renewed for five years or longer at the end of each annual extension, subject to approval by the Board of Supervisors.

The City would have an option to terminate a lease agreement if the Zoo loses its license or its accreditation, or if the SFZS fails to provide an annual subsidy of \$7 million in each of the first five years and to provide the \$10 million Founder's Fund. The SFZS could terminate a lease agreement if the City fails to meet its obligations under a lease agreement. Since a lease agreement is not available, these obligations have not been specified.

**Comments:**

1. The Zoo's total annual operating budget in 1991-92 was \$11,850,254, including \$4,089,738 in a General Fund appropriation to the Recreation and Park Department, \$5,149,000 in financial support from the SFZS, \$1,935,000 in admission fees, and \$676,516 in park maintenance services, such as tree trimming and heavy equipment operations, provided at the Zoo by the Recreation and Park Department.

Between 1991-92 and 1992-93, the General Fund appropriation for the Zoo decreased by 9.2 percent from \$4,089,738 to \$3,715,000. Mr. David Anderson, the Zoo Director, estimates the City's total costs for Zoo operations in 1992-93 at \$4,122,000, which includes an estimated \$407,000 in park maintenance services provided at the Zoo by the Recreation and Park Department.

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2. Mr. Anderson states that, in order for the City to bring the Zoo into satisfactory operating condition, the City would need to make a minimum capital investment of \$24.1 million, and to appropriate approximately \$1 million in additional operating funds on an annual basis (an increase of 26.9 percent over the 1992-93 General Fund allocation for the Zoo's operating expenses of \$3,715,000).

3. The City's estimated savings over the first five years of the proposed partnership is based on the difference between the \$4 million proposed annual City subsidy (including the cost of park maintenance services provided by City agencies) and the costs that the General Fund would otherwise incur for the Zoo's operating costs, at a projected increase of six percent per year from the total cost to the City in 1991-92 of \$4,766,254, as follows:

**Estimated General Fund Savings Under an Expanded Partnership**

<u>Fiscal Year</u>	<u>Estimated Annual Expenditures*</u>	<u>Estimated City Subsidy</u>	<u>Estimated Savings</u>
1993-94	5,355,363	4,000,000	\$1,355,363
1994-95	5,676,685	4,000,000	1,676,685
1995-96	6,017,286	4,000,000	2,017,286
1996-97	6,378,323	4,000,000	2,378,323
1997-98	6,761,022	4,000,000	<u>2,761,022</u>

Total Estimated Savings to the City, FY94 - FY98                      \$10,188,679

\* Figures include park maintenance services provided by the Recreation and Park Department with General Fund and other revenues.

The City's 1992-93 estimated expenditures for the Zoo of \$4,122,000 have not been used to project the City's future costs, since concern has been expressed that the City's 1992-93 expenditures will not be sufficient to maintain the Zoo in satisfactory condition.

4. The amended concepts reflect that the Society would agree to provide at least \$7 million annually to support Zoo operations during the first five years of a lease agreement. The \$7 million would be the SFZS's minimum commitment for Zoo operations, and would not be required to increase over the five years of an expanded partnership lease agreement. However, the amended concepts reflect that, "all revenues and contributions including those that may exceed \$7 million shall be used for Zoo purposes."



5. The Budget Analyst notes that the proposed \$7 million minimum annual contribution would include revenues from Zoo admission fees, which are currently collected by the City. In 1991-92, revenues from admission fees were \$1,935,000 and the SFZS contributed \$5,149,000, for a combined total of \$7,084,000 from these sources. The proposed \$7 million minimum annual contribution from the SFZS is therefore \$84,000 less than the combined revenues which were received from Zoo admission fees and the SFZS in 1991-92, despite an increase in some admission fees which took effect July 1, 1992.

6. The Budget Analyst notes that the total of \$11,000,000 in annual operating support (\$4 million from the City and \$7 million from the SFZS) which would be required during the first five years of a lease agreement is \$850,254 less than the Zoo's 1991-92 operating budget of \$11,850,254.

Mr. Anderson states that there is "no reason not to anticipate" that the SFZS would raise sufficient funds for the Zoo's operating costs, based on the SFZS's past success in raising funds for the Zoo, and the availability of \$2 million from the proposed SFZS Founder's Fund (see Comment 7) for operating costs at the Zoo during the first five years of a lease agreement.

7. The SFZS would also establish a \$10 million Founder's Fund for the Zoo, including a total of \$2 million for operating support over the first five years, \$5 million for capital improvements, and \$3 million to increase the SFZS's existing \$1.3 million endowment fund for the Zoo to approximately \$4.3 million. Five percent of the endowment fund is contributed annually for the Zoo's operating expenses; if the endowment fund were \$4.3 million, five percent of the fund would provide \$215,000 for Zoo operations.

8. Attached to this report is a summary of the revenue and expense projections prepared by the Recreation and Park Department and the SFZS for the first five years of the proposed expanded partnership. The budget summary reflects that annual operating expenditures for the Zoo are expected to increase from an estimated \$11,850,254 in 1991-92 to \$18,821,000 in 1997-98, at an average annual increase of approximately 8 percent between July 1, 1993 and June 30, 1998.

Operating revenues are projected to increase by approximately 12.8 percent per year over the first five years of the proposed expanded partnership, including an estimated

15.7 percent average annual increase in memberships in the SFZS, a 15.5 percent average annual increase in contributions and events, and an 18.8 percent average annual increase in net profits from retail sales at the Zoo. Mr. Anderson states that these revenue projections are based on an anticipated increase in Zoo attendance of six percent per year, and that the projected attendance levels are comparable to attendance levels which were reached in 1985.

Ms. Peggy Burks, Executive Director of the SFZS, states that, although the proposed budget reflects large percentage increases in a number of revenue categories, these projections are not unrealistic due to the current low level of private financial support for the Zoo, the current poor condition of the Zoo, and the absence of significant marketing activities designed to increase Zoo attendance. Ms. Burks states that improved management and marketing of the Zoo are expected to assure the levels of future financial support reflected in the budget projections, and that these projections are based in part on discussions with other cultural and recreational institutions which receive significant donor support.

Ms. Burks notes that the growth of expenditures reflected in the budget summary reflects a number of planned expansions and improvements at the Zoo, which could be controlled by the SFZS in response to changing circumstances. Ms. Burks states that, if the revenues projected for the Zoo under SFZS management in excess of \$7 million are not realized, the SFZS would either make up the budget shortfall with SFZS reserve funds or delay some of the proposed Zoo expansions involving new programs or services.

9. The Budget Analyst notes that a lease agreement would provide \$11 million (\$4 million from the City and a base level of \$7 million from the SFZS) in annual operating support for the Zoo over the first five years of a lease agreement. The difference between the proposed \$11 million in annual operating support under a lease agreement and the expenditure projections which were submitted in support of the expanded partnership proposal are shown on the following page:

Memo to Government Efficiency and Labor Committee  
February 17, 1993 Government Efficiency and Labor Committee Meeting

<u>Year</u>	<u>Projected Expenditures</u>	<u>Proposed Annual Operating Support</u>	<u>Difference</u>
1993-94	\$13,691,746	\$11,000,000	\$2,691,746
1994-95	14,702,780	11,000,000	3,702,780
1995-96	16,107,370	11,000,000	5,107,370
1996-97	17,437,000	11,000,000	6,437,000
1997-98	<u>18,821,000</u>	<u>11,000,000</u>	<u>7,821,000</u>
Total	\$80,759,896	\$55,000,000	\$25,759,896
Less: \$2 million total contribution from Founder's Fund for operating support in first five years			<u>(\$2,000,000)</u>
Excess of projected expenditures over revenues to be provided by the City and the SFZS (\$4,751,979 on an average annual basis over 5 years)			\$23,759,896

10. The budget projections shown above assume an average increase in the Zoo's total operating expenditures (funded by revenues from the City, the SFZS, and Zoo admission fees) of approximately 8 percent between 1993-94 and 1997-98. The Budget Analyst notes that if the Zoo's total operating expenditures increase at only six percent per year from the 1991-92 level of \$11,850,254, the Zoo's total operating expenses between July 1, 1993 and June 30, 1998 would be \$75,057,585, which is \$20,057,585 higher than the \$55 million in operating revenues over this period (\$11 million annually) which would be provided under an expanded partnership lease agreement. The Founder's Fund would provide a total of \$2 million in additional funds for operating expenses over the first five years, resulting in a net estimated shortfall of \$18,057,585, or approximately \$3.6 million on an average annual basis over the first five years.

Therefore, the Budget Analyst concludes that a minimum of \$3.6 million in additional operating support would be needed on an average annual basis, above the \$11 million annual support which is proposed to be provided under the terms of an expanded partnership lease agreement, in order to operate the Zoo at its 1991-92 level.

11. Mr. Anderson and Ms. Burks report that capital improvements at the Zoo are expected to be financed under the expanded partnership proposal from the following sources:

- (1) \$5 million designated for capital improvements from the \$10 million Founder's Fund.

- (2) \$25 million through a SFZS capital campaign.
- (3) \$25 million in anticipated General Obligation bond revenues, subject to voter approval.

The concepts reflect that the SFZS would "undertake" the proposed \$25 million capital campaign for Zoo improvements. However, a lease agreement would not require the SFZS to make any specific contribution for capital improvements as a result of this capital campaign. Mr. Anderson notes that any funds which are in fact raised would be available for capital projects at the Zoo.

The amended concepts reflect that the Recreation and Park Commission would support a Zoo bond issue of \$25 million, but the amended concepts would not require such a bond measure to be placed before the voters and would not require the City to contribute funds from an alternative source if the bond measure is not placed before the voters or not approved by the electorate.

Therefore, the only source of capital improvement funds which would be assured under an expanded partnership lease agreement would be \$5 million from the \$10 million Founders Fund. This is \$19.1 million less than the \$24.1 million estimated minimum cost of the capital improvements which are needed at the Zoo.

### **Summary and Conclusions**

12. If the final lease documents limit the City's subsidy for the Zoo at \$4 million annually in fiscal years 1993-94 through 1997-98, as has been proposed under this resolution supporting the concepts for the SFZS to operate and manage the Zoo, then the City's estimated total savings over five years would be approximately \$10.2 million, based on the estimated future expenditures which the City would otherwise incur at a six percent annual increase from the 1991-92 level.

13. However, the \$11 million in total annual operating support for the Zoo which would be required under a lease agreement in each of the first five years (\$4 million from the City and a minimum of \$7 million annually from the SFZS) would still be \$850,254 less than the Zoo's 1991-92 total operating budget of \$1,850,254.

14. Based on data provided to the Budget Analyst to support the SFZS operating and managing the Zoo, over the five year period between July 1, 1993 and June 30, 1998, the Budget



Analyst estimates that an additional \$3.6 million in revenues will be needed annually, above the \$11 million which would be required under an expanded partnership lease agreement, in order to operate the Zoo at its 1991-92 level. In fact, in order to meet the budget projections for expanded Zoo operations which were submitted by the Recreation and Park Department and the SFZS in support of the expanded partnership proposal, an additional \$4.7 million in revenues (rather than \$3.6 million) would be needed annually in each of the first five years of the lease agreement to make up for the projected budget deficiency.

15. The only capital improvement funds which would be required to be provided under the proposed lease agreement would be \$5 million from the Founder's Fund. This amount is \$19.1 million less than Mr. Anderson's \$24.1 million estimated cost of the minimum capital improvements which are needed at the Zoo.

16. The Budget Analyst believes that the prospects for substantial increases in the Zoo's operating revenues and capital improvement funds under continued City management are poor, given the current \$184 million projected shortfall in the City's 1993-94 budget, and increasing demands on the City's debt capacity, as evidenced by a number of General Obligation bond measures which are now being considered by the City.

However, as previously noted, the actual financial provisions which have been proposed for inclusion in an expanded partnership lease agreement would result in a projected operating budget deficit estimated to range from \$3.6 million to \$4.7 million annually over the five years between July 1, 1993 and June 30, 1998, and would not specify a source for an estimated \$19.1 million which would still be needed to make the minimum necessary \$24.1 million in capital improvements which Mr. Anderson estimates are needed at the Zoo.

Although the SFZS may succeed in raising additional funds for the Zoo, the Budget Analyst concludes that the success of the expanded partnership proposal cannot be predicted on the basis of the financial provisions which, as of the writing of this report, have been proposed to be included in an expanded partnership lease agreement.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Expanded Partnership  
Budget Summary

Source: San Francisco Zoological Society/  
San Francisco Recreation and Park Department  
Expanded Partnership Proposal, Sept. 1992

REVENUE	1991-92 (actual)	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	Pct. Change	Avg. Annual Increase FY94-FY98
Admission Fees	1,935,000	2,310,000	2,418,000	3,010,000	3,312,000	3,782,000	3,936,000	4.07%	11.49%
<b>Zoological Society:</b>									
Retail Services (Gross)	2,674,000	3,240,000	3,570,000	3,980,000	4,640,000	5,150,000	5,700,000	10.68%	11.98%
SFZS Membership	1,069,000	1,150,000	1,400,000	1,600,000	1,860,000	2,127,000	2,380,000	11.89%	15.70%
Contributions & Events	738,000	910,000	1,065,000	1,285,000	1,460,000	1,635,000	1,865,000	14.07%	15.47%
Children's Zoo	216,000	225,000	236,000	250,000	275,000	288,000	300,000	4.17%	5.94%
Other	452,000	225,000	285,000	340,000	375,000	455,000	540,000	18.68%	19.25%
Subtotal: SFZS	5,149,000	5,750,000	6,556,000	7,455,000	8,610,000	9,655,000	10,785,000	11.70%	13.41%
Total Non-General Fund	7,084,000	8,060,000	8,974,000	10,465,000	11,922,000	13,437,000	14,721,000	9.56%	12.83%
City Subsidy	4,766,254	4,122,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	0.00%	0.00%
<b>TOTAL</b>	<b>11,850,254</b>	<b>12,182,000</b>	<b>12,974,000</b>	<b>14,465,000</b>	<b>15,922,000</b>	<b>17,437,000</b>	<b>18,721,000</b>	<b>7.35%</b>	<b>8.99%</b>
<b>EXPENSE</b>									
Animal Care Division	4,031,436	4,299,992	4,587,677	4,862,937	5,154,713	5,679,386	6,203,688	9.23%	7.62%
Operations Division	1,594,890	1,633,508	1,682,669	1,756,616	1,984,009	2,107,288	2,233,728	6.00%	6.52%
Public Services Division	2,403,045	2,559,948	2,725,904	3,000,223	3,306,484	3,504,873	3,715,165	6.00%	7.75%
Administration & Utilities	1,898,883	2,133,678	2,375,496	2,536,004	2,688,164	2,849,453	3,020,421	6.00%	7.22%
Retail Expense	1,922,000	2,138,000	2,320,000	2,547,000	2,970,000	3,296,000	3,648,000	10.66%	11.31%
<b>TOTAL</b>	<b>11,850,254</b>	<b>12,765,126</b>	<b>13,691,746</b>	<b>14,702,780</b>	<b>16,107,370</b>	<b>17,437,000</b>	<b>18,821,000</b>	<b>7.94%</b>	<b>8.08%</b>
Deficit*	0	(583,126)	(717,746)	(237,780)	(185,370)	0	(100,000)		
*To be funded from \$2 million contribution from Founder's Fund									
Retail Sales: Net Profit	752,000	1,102,000	1,250,000	1,433,000	1,670,000	1,854,000	2,052,000	10.68%	18.81%



Item 4 - File 38-93-2

**Department:** San Francisco Public Library

**Item:** Resolution accepting a gift to the San Francisco Public Library in the amount of \$30,000 to fund the Director of Volunteer Services position for the remainder of Fiscal Year 1992/93.

**Description:** The Public Library's FY 1992-93 budget approved by the Board of Supervisors included the addition of a new position, a 9740 Staff Assistant position (that was subsequently downgraded to a 9738 Staff Assistant), for the Director of Volunteer Services. Funding for the new Director of Volunteer Services position was anticipated to be provided through a non-profit organization, the Friends of the San Francisco Public Library, and therefore only the position was included in the Public Library's budget without any funding.

The proposed resolution would authorize the Public Library to accept a \$30,000 cash gift from the Friends of the San Francisco Public Library to fund the Director of Volunteer Services position for the remainder of the fiscal year. On an annual basis, the funding for the Director of Volunteer Services position is as follows:

<u>Class</u>	<u>Personnel</u>	Maximum	
		Biweekly <u>Salary</u>	Annual <u>Salary</u>
9738	Staff Assistant III	\$1,569	\$40,951

Including fringe benefits, the 9738 Staff Assistant III position would cost approximately \$51,189 on an annual basis.

The Director of Volunteer Services, who has been hired by the Public Library, is responsible for establishing the new Volunteer Program. Duties would include selection, recruitment and training of volunteers in the Main Library, branches and library outreach programs.

**Comments:** 1. The proposed cash gift would be used to fund the Director of Volunteer Services for 8.8 biweekly pay periods during FY 1992-93 requiring approximately \$17,258 (\$13,807 for salary and \$3,451 for fringe benefits) from March 1, 1993 through June 30, 1993. According to Mr. Ken Dowlin of the Public Library, the remaining \$12,742 (\$30,000 less \$17,258) would be used to continue funding the position for approximately 6.2 biweekly pay periods during FY 1993-94.

2. Mr. Dowlin reports that the Public Library intends to include the proposed Director of Volunteer services position (i.e. 9738 Staff Assistant III) in the Department's FY 1993-94 budget, to be funded with General Fund monies, less any funds that are available from the proposed cash gift. As noted above, the cost of the 9738 Staff Assistant III position is approximately \$51,189, including fringes, on an annual basis.

3. Given that the acceptance of the proposed cash gift from the Friends of the Public Library would result in an annual additional annual cost to the General Fund of approximately \$51,189 beginning in fiscal year 1993-94 for a Director of Volunteer services position, approval of the proposed ordinance is a policy matter. The Budget Analyst's Office will make a specific recommendation to the Budget Committee pertaining to this position in its review of the 1993-94 budget.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 5 - File 78-93-1

1. The proposed resolution would establish the employer's contribution to be made to the City and County of San Francisco Health Service System by the City and County of San Francisco, the San Francisco Unified School District and San Francisco Community College District (employers) for fiscal year 1993-94. The proposed resolution would authorize the Health Service Board of the Health Service System to set the employer's 1993-94 monthly contribution to the Health Service System Fund at \$172.85 for each eligible active employee. (The employees' contribution rates are determined after the City's contribution rate is set.)

2. The Health Service Board is required by Charter Sections 8.423 and 8.428 to survey the ten most populous counties in the State, excluding San Francisco, to determine the average amount being contributed toward an employee's medical care insurance exclusive of dental and optical care insurance. The ten surveyed counties include Los Angeles, San Diego, Orange, Santa Clara, San Bernardino, Alameda, Riverside, Sacramento, Contra Costa and Fresno. The survey indicates that the average per employee contribution of these ten counties for 1993-1994 is \$172.85 per month, exclusive of dental or optical care, as compared to the City's current contribution of \$163.27 for fiscal year 1992-93. The new rate would represent an increase of approximately 5.9 percent over the current fiscal year 1992-93 contribution rate.

3. The total estimated City and County contribution for active members during 1992-93 is \$41.6 million. Based on the current membership in the Health Service System of 21,210 active employees, the approximate total contributions for 1993-1994 would be \$44.0 million, including an estimated \$29.8 million in General Fund monies. The contribution increase authorized by this resolution would thus amount to approximately \$2.4 million (\$44.0 less \$41.6 million) in additional annual expenditures.

4. Pursuant to Charter Section 8.428(c), retired employees and surviving spouses of active or retired employees must make monthly contributions to the Health Service System which are equal to those of active members, with the exception that the total contributions required from retired employees who are also covered under Medicare must be reduced by an amount equal to the amount contributed monthly by such persons to Medicare. In connection with this latter provision, the City, the Unified School District and the Community College District must contribute funds sufficient to defray the difference in cost to the Health Service System in providing the same health coverage to retired employees and the surviving spouses of active or retired employees, as is provided for active employee members. The estimated City contribution for a total of 11,951 retired employees and surviving spouses for 1993-94 is \$22,545,000, of which \$14,836,000 is General Fund monies.



Comments

1. The City contribution for health care in 1993-1994 is equal to the average contributed by the other ten most populous counties in the State during 1992-93. As a result, given the likelihood that the counties used for comparison will increase their contributions in 1993-1994, the City contribution will in fact be less than the average actual coverage provided by those ten counties. However, because the Health Service System is required by the Charter to collect the comparative data before January of each year, the System could not set its 1993-94 rates based on the actual 1993-1994 rates of other jurisdictions.

2. The Health Service System indicates that the ten surveyed counties contributed an average of \$276.14 per month for an employee and one dependent and an average of \$335.38 per month for an employee and two or more dependents. However, San Francisco does not contribute anything for dependent health care coverage.

Recommendation

Approve the proposed resolution.

Item 6 - File 89-93-1

1. The proposed resolution would authorize enrollment of classification 0678 Executive Secretary in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in Superior Court, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
0678	Executive Secretary	2

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by both employees in the 0678 Executive Secretary classification.

**Recommendation**

Approve the proposed resolution.



Item 7 - File 89-93-2

1. The proposed resolution would authorize enrollment of classification 1235 Affirmative Action Coordinator in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in the Civil Service Commission, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
1235	Affirmative Action Coordinator	1

4. The Employee Relations Division (ERD) reports that it has received a petition requesting coverage signed by the employee in the 1235 Affirmative Action Coordinator classification.

**Recommendation**

Approve the proposed resolution.





Items 8 and 9 - Files 97-93-1 and 97-93-2

**Department:** Mayor's Office, Employee Relations Division

**Item:** Ordinance amending the Administrative Code by adding Sections 16.10 and 16.11, to provide for the accrual of vacation benefits during periods of involuntary and voluntary work furlough programs (File 97-93-1).

Ordinance amending the Administrative Code by amending Section 16.17, to approve amendments to leave of absence rules and provide for accrual of sick leave benefits during periods of involuntary and voluntary work furlough programs (File 97-93-2).

**Description:** These proposed ordinances would amend the Administrative Code to provide that employees who participate in voluntary or involuntary work furlough programs without pay, and who are therefore not performing services, would continue to receive paid vacation benefits (File 97-93-1) and paid sick leave benefits (File 97-93-2).

Employee leaves of absence, including sick leave, personal leave, education leave, military leave, and religious leave, are governed by Rule 22 of the Civil Service Commission. On February 1, 1993, the Civil Service Commission amended Rule 22 to include Section 22.15, "Unpaid Administrative Leave or Furlough." The full text of Section 22.15 is attached to this report.

Section 22.15 provides that, "subject to passage of the necessary ordinances by the Board of Supervisors," credits for paid vacation leave and paid sick leave would continue to accrue during 1) a maximum of 10 days of involuntary furlough in any fiscal year, or 2) a maximum of 20 days of voluntary furlough in any fiscal year. Except for paid sick leave and paid vacation leave, no other leave of absence provisions of Rule 22 would be affected by the proposed ordinances.

The proposed ordinance (File 97-93-2) would amend the Administrative Code to approve the Civil Service Commission amendments to Rule 22 concerning unpaid work furlough programs.

Rule 22 states that, "vacation leave shall be as provided in the Charter and by Ordinance of the Board of Supervisors." The proposed ordinance (File 97-93-1) would amend the Administrative Code to define "continuous service," during

which an employee is entitled to receive vacation benefits, to include time off during voluntary or involuntary work furlough programs (see Comment No. 3).

**Comments:**

1. According to the Civil Service Commission, the amendments to Rule 22 would apply to all employees of the City and County of San Francisco except the members of the Transport Workers Union, which has requested to meet and confer with the Mayor's Employee Relations Division concerning the proposed rule changes.

2. Civil Service Commission Rule 22 states that City employees shall accrue sick leave with pay credits at the rate of 0.05 hour of sick leave for each hour of regularly scheduled service, up to 40 hours per week. Thus, over a 40-hour work week, a City employee will accrue 2 hours of paid sick leave, which is equivalent to 13 days of paid sick leave per annum.

Under the new provisions of Rule 22 which would be approved by the proposed ordinance (File 97-93-2), an employee would continue to accrue sick leave credits during an involuntary furlough of up to 10 days or during a voluntary furlough of up to 20 days.

3. Under the Administrative Code, employees accrue vacation benefits based on their years of continuous service and their hours of paid service, as follows:

<u>Number of Years of Continuous Service</u>	<u>Vacation accrual per Hour of Paid Service</u>	<u>Vacation Accrued Over 40 hours/1 Year</u>
1- 5 years	.0385 hours	1.54 hours/80 hours
5-15 years	.0577 hours	2.30 hours/120 hours
More than 15 years	.077 hours	3.08 hours/160 hours

The proposed ordinance (File 97-93-1) would amend Sections 16.10 and 16.11 of the Administrative Code to define an employee's "continuous service" for purposes of receiving vacation benefits to include periods of voluntary or involuntary work furlough.

However, the proposed ordinance would not expand the base on which vacation leave is calculated to include unpaid hours of work furlough in addition to "paid service." Since vacation benefits accrue at rates shown above only for each hour of "paid service," based on the inquiries of the Budget Analyst, the City Attorney's Office concurs that the proposed ordinance should be amended to reflect that employees will accrue vacation leave based on the number of hours of unpaid furlough in addition to the number of hours of paid service.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The City Attorney's Office is preparing an appropriate amendment to the proposed ordinance.

4. The Budget Analyst notes that an employee who takes 10 hours of unpaid furlough would receive .5 hour (30 minutes) of paid sick leave (.05 hr. of sick leave per hour of furlough x 10 hours of unpaid furlough = .5 hours of paid sick leave). An employee with more than 5 and less than 15 years of continuous service as a City employee who takes 10 hours of unpaid furlough would receive .577 hours (approximately 35 minutes) of paid vacation leave (.0577 hr. of vacation leave per hour of paid service or furlough x 10 hours of furlough = .577 hours of paid vacation leave.).

5. The savings resulting from any furlough consists of the value of wages which would not be paid as a result of the furlough. However, a work furlough would result in more paid vacation and paid sick leave credits over the hours of work which are actually performed. To the extent that these additional paid vacation and paid sick leave credits are used, the City will experience a loss of productivity (hours of work performed relative to salary and benefits paid). However, these costs for additional paid vacation and paid sick leave are small compared to the salary savings which would be realized through a work furlough program.

6. The proposed ordinance (File 97-93-1) states that the amendments to the Rules of the Civil Service Commission which would be approved are expressly made a part of the ordinance and are on file with the Clerk of the Board of Supervisors. As of the writing of this report, the Civil Service Commission amendments had not been incorporated in File 97-93-1.

7. The proposed ordinance (File 97-93-2) would amend Section 16.17 of the Administrative Code. However, at page 1, line 8, the proposed ordinance states that Section 16.10 would be amended. Therefore, the proposed ordinance should be amended by substituting "Section 16.17" for "Section 16.10" at page 1, line 8.

**Recommendations:** 1. Amend the proposed ordinance (File 97-93-2) by substituting "Section 16.17" for "Section 16.10" at page 1, line 8.

2. Amend the proposed ordinance (File 97-93-1) to include hours of participation in voluntary and involuntary work furlough programs in the base which is used to calculate employees' accrual of paid vacation leave, as discussed in

Comment No. 3, above. (As previously noted, the City Attorney's Office is in the process of preparing the appropriate amendment).

3. Approval of the proposed ordinances, as amended, is a policy matter for the Board of Supervisors.



Item 10 - File 97-93-3

**Department:** Medical Examiner/Coroner

**Item:** Ordinance amending Chapter 12 of the San Francisco Administrative Code by adding Section 10.117-3.1 to authorize receipt of State funds for the participation of the Peace Officer members of the Coroner's Office in the Peace Officer's Standards and Training (P.O.S.T.).

**Description:** The proposed ordinance would establish a new special fund, the "Peace Officers' Training Fund - Coroner". The purpose of this new special Fund is to receive the deposits of all funds allocated by the State Commission on Peace Officer Standards and Training to the City and County for the training of peace officer members of the Coroner's Office. The State Health and Safety Code requires that \$1 of each \$3 permit fee collected by the County Department of Public Health to dispose of human remains be allocated to the State Peace Officers' Training Fund. These funds which are allocated to the State would then be allocated to the proposed new Special Fund.

A peace officer member employee in the Medical Examiner/Coroner's Office is a Coroner or Deputy Coroner that inquires and determines the circumstances and cause of all violent, sudden or unusual deaths, unattended deaths, deaths where the deceased has not been attended by a Physician in the 20 days before death, and other deaths where criminal activities are suspected.

The proposed ordinance specifies that the funds allocated to the new Special Fund would be used exclusively for recruitment and training of employees with limited peace officer status in the Coroner's Office, including but not limited to expenses incurred in the recruitment of personnel, purchase of equipment and training aids, expenses incurred in attending seminars, training schools and conferences, expenses incurred in assigning employees on an overtime basis to fill the regular duty assignments of employees being trained and such other expenses as may be incurred in the recruitment and training of employees with limited peace officer status in the Coroner's Office.

The proposed ordinance also specifies that all expenditures from the new "Peace Officers' Training Fund - Coroner" Special Fund would be subject to approval by the Board of Supervisors and would be administered by the Coroner.



**Comments:**

1. According to Mr. Joseph Surdyka of the Medical Examiner/Coroner's Office, the California State Coroner's Association is currently developing a program which would standardize minimum qualifications, training and continuing education requirements throughout the State Coroner's system. The proposed ordinance would authorize the Medical Examiner/Coroner's Office in San Francisco to receive reimbursements from the State for these training activities.
2. Mr. Surdyka reports that the amount of funds allocated into the new Special Fund are estimated at between \$5,000 and \$6,000 annually. Mr. Surdyka indicates that all of the expenses associated with these training activities would be reimbursed through the State, with no additional costs to the General Fund.
3. Although Mr. Surdyka reports that the proposed Special Fund is not required by the State in order to obtain State reimbursements for the training of Coroner's employees, Mr. Surdyka reports that the funds allocated by the State are restricted for these training activities and cannot be used to offset other expenditures in the Medical Examiner/Coroner's budget. Therefore, the Medical Examiner/Coroner is requesting authorization to establish a new Special Fund for this specific purpose.
4. As previously noted, any expenditures from this new Special Fund would be subject to approval by the Board of Supervisors.

**Recommendation:** Approve the proposed ordinance.

Item 11 - File 64-93-1

**Departments:** Real Estate Department  
Department of Public Health (DPH), Community Mental Health Services (CMHS)

**Item:** Resolution authorizing a new lease of real property at 827 Guerrero Street.

**Location:** Chateau Agape - 827 Guerrero Street

**Purpose of Lease:** Residential care facility for mentally disabled and HIV positive dementia persons.

**Lessor:** Leroy and Katherine Looper

**No. of Sq. Ft. and Cost per Month:** Approximately 6,200 sq.ft. at \$1.69 per sq. ft. per month or \$10,500 per month

**Annual Cost:** \$126,000

**Utilities and Janitor Services Provided by Lessor:** No

**Term of Lease:** On or after February 1, 1993 to January 31, 2002 (10 years)

**Right of Renewal:** Two five year options

**Source of Funds:** The Ryan White Foundation (AIDS Funding)

**Comments:** 1. The proposed site is currently used as a 27-bed residential care facility for mentally disabled adult persons and is operated by the proposed lessors, Leroy and Katherine Looper. There are 24 clients presently in the program. The proposed lessors no longer want to operate the residential care facility, and are seeking a tenant who would lease the property and continue to operate the residential care facility. The DPH, Community of Mental Health Services (CMHS), in conjunction with the AIDS Office, is proposing to lease the facility and extend the services provided to include both mentally disabled and HIV positive persons with dementia. They plan to expand the program by six beds from 24 to 30 beds.

2. The DPH will be the administrator of the program. However, it proposes to sublease the facility for \$1.00 per year to Westside Community Mental Health Center Inc., a residential mental health care provider which will be responsible for the daily operations of the program. In addition to the \$1.00 per year, Westside's financial responsibilities will include utilities, maintenance, taxes, and insurance. The Department of Real Estate estimates those expenses at being approximately \$57,600 per year.

3. The Real Estate Department reports that the proposed rent of \$10,500 per month, to be paid by the DPH to the lessors, Leroy and Katherine Looper, exceeds the fair market value. The Real Estate Department advises that the fair rental value for this facility is \$5,850 per month (\$70,208 annually), which would include all janitorial services to be provided by the lessor. Therefore, the fair market value is \$4,650 less per month (a difference of \$55,800 annually) than the \$10,500 per month to be paid by the City under the proposed lease.

4. CMHS staff believes that the worth of the program, including its location and the residential care facility building, override concerns of the fair market value of the rent. CMHS advises that the number of residential care houses in San Francisco is dwindling. The proposed lease of this residential care facility will enable the continuance of residential care to the current mentally ill clients, and by increasing the number of beds will allow CMHS to also serve adults with AIDS related dementia. Additionally, according to the CMHS, the alternative of relocating these services and clients to another site would cause a gap in services to the clients, leaving them clinically disadvantaged in terms of attention and care.

5. The DPH states that the property rental of \$10,500 per month is not significantly different from the rental fees for special use property used for other residential care programs. The DPH advises that the proposed rental amount is comparable with two other residential treatment programs of similar size. The DPH reports that the other two facilities are comparable to the Chateau Agape site in terms of square footage but are not maintained as well. Ms. Monique Zmuda of the CMHS reports that the other two sites are grossly neglected, are dilapidated and do not conform to fire and safety codes. The Department of Real Estate notes that the other two locations, although larger in size than the Chateau Agape, do not provide the quality habitat associated with the proposed property. Additionally, Real Estate reports that one

of the two comparable sites is a multiple-use facility while the other has more adequate facilities in terms of office space, thus justifying a greater monthly rent.

6. Due to the fact that, according to the Real Estate Department, the proposed rent to be paid by the City is 79.5 percent greater than the fair market value of the site, the Budget Analyst believes that approval of the proposed lease is a policy decision for the Board of Supervisors.

7. The Real Estate Department reports that the proposed lease will actually not begin until final approval by the Board of Supervisors and the Mayor.

**Recommendations:** Approval of the proposed resolution to lease space for mental health services at 79.5 percent greater than the fair market value, as determined by the Real Estate Department, is a policy matter for the Board of Supervisors.





Item 12 - File 64-93-2

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing two lease renewals of real property at 1540 Market Street for the Department of Public Health.

**Location:** 1540 Market Street (Suites 250 and 260)

**Purpose of Leases:** Office space for the AB75 Project and the AB75 Health Education Program. The AB75 Project is responsible for planning, implementing and administering the AB75 Tobacco Tax Program (Proposition 99). The AB75 Health Education Program is responsible for developing, implementing and coordinating the City-wide tobacco control and education plan, including tobacco cessation and prevention programs.

**Lessor:** 1540 Market Street Investment Company

**No. of Sq. Ft. and Cost per Month:** AB75 Project lease: approximately 1,296 sq. ft. @ \$1.083/sq. ft. = \$1,404/month.  
AB75 Health Education lease: approximately 2,121 sq. ft. @ \$1.083/sq. ft. = \$2,297/month.

**Annual Cost:** AB75 Project - \$16,848  
AB75 Health Education - \$27,564

**% Increase Over 1992:** AB75 Project - None  
AB75 Health Education - None

**Utilities and Janitor Services Provided by Lessor:** Yes (both leases)

**Term of Lease:** AB75 Project: March 1, 1993, to June 30, 1994 (one year and four months), plus an option to extend the lease for six months to December 31, 1994.  
AB75 Health Education: March 1, 1993 to December 31, 1994 (one year and ten months)

**Source of Funds:** Tobacco Tax Funds

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comment:** The Real Estate Department reports that the proposed rental rates of \$1,404/month for the AB75 Project lease and \$2,297/month for the AB75 Health Education lease represent the fair market value for the proposed space.

**Recommendation:** Approve the proposed resolution.

Memo to Governmental Efficiency and Labor Committee  
February 17, 1993 Governmental Efficiency and Labor Committee Meeting

Item 13 - File 64-93-3

**Department:** Real Estate Department  
Department of Public Works (DPW)  
Bureau of Building Inspection (BBI)

**Item:** Resolution authorizing renewal and extension of existing lease of real property.

**Location:** 524 Golden Gate Avenue (entire second floor)

**Purpose of Lease:** Administrative offices for the Bureau of Building Inspection (BBI) and the BBI Mechanical Inspection Program.

**Lessor:** 325 Franklin Associates, Keyvan Tabari & Marc Spiegelman.

**No. of Sq. Ft. and Cost per Month:** Approximately 5,500 square feet at \$1.25 per sq. ft. per month or \$6,900 per month

**Annual Cost:** \$82,800

**% Increase Over 1989-90:** None.

**Utilities and Janitor Services Provided by Lessor:** The City pays for utilities. The lessor provides janitorial services and supplies and scavenger services.

**Term of Lease:** January 1, 1993 through February 28, 1994 (a 14 month period).

**Source of Funds:** BBI Special Funds/Building Inspection Services Fund, 1992-93 budget for the 6-month period, January through June 1993 (\$41,400 total cost). BBI advises that the remaining period for the subject lease, totaling 8 months from July 1993 through February 1994 would require approved funding in the 1993-94 budget.

**Description:** The subject lease would provide space for the Bureau of Building Inspection's (BBI) Mechanical Inspection Program and the BBI's administrative staff. This includes a total staff of 45 BBI personnel divided between 10 administrative personnel and 35 personnel assigned to the Mechanical Inspection Program (1 program manager, 16 electrical inspectors, 14 plumbing inspectors and 4 clerical). Under these circumstances, there is approximately 122 square feet per BBI staff (5,500 square feet divided by 45 staff).

**Comments:**

1. Mr. Larry Ritter of the Real Estate Department advises that the BBI's Mechanical Inspection Program and administrative staff are expected to be relocated to the new one-stop permit processing facility at 1660 Mission Street in March 1994. The purchase of 1660 Mission Street is expected to be completed in March of 1993 and, according to Mr. Glenn Hunt of the DPW's Bureau of Architecture, a period of twelve months will be needed to finish all of the interior renovations before the BBI can be relocated from its current quarters.

2. Mr. Donald McConlogue of BBI advises that all City departmental employees participating in the Building Permit process will be relocated to the 1660 Mission Street site in March 1994. Such a move would relocate City personnel from three separate locations including 524 Golden Gate Avenue, 1450 McAllister Street and 1390 Market Street that currently serve the public in building permit processing. These include approximately 282 personnel (175 BBI, 100 Department of City Planning and 7 Fire Department).

3. The proposed lease provides that the City shall occupy the premises for the entire lease term unless funds for rental payments are not appropriated during the 1993-94 budget year at which time the City may terminate the proposed lease with 90 days prior written notice to the lessor.

4. As identified on line 13 of the proposed resolution, the subject lease extension would be authorized retroactively to January 1, 1993. Such a stated condition should also be identified in the resolution's title.

**Recommendation:** Amend Line 1 of the proposed resolution's title by adding the word "retroactively" after the word "authorizing", and approve the proposed resolution as amended.

Item 14 - File 106-93-1

**Department:** Civil Service Commission

**Item:** Transmitting 1) Civil Service Commission Pay Equity Report for Fiscal Year 1993-94, and associated appendices, which the Civil Service Commission approved at its meeting of January 4, 1993 and 2) Civil Service Staff Salary Standardization Report for Fiscal Year 1993-94, and associated appendices, with proposed benchmark compensation adjustments approved for classifications subject to the provisions of Charter Sections 8.400, 8.401, and 8.407 which the Civil Service Commission also approved at its meeting of January 4, 1993.

**Description:** Pay Equity Report

According to Section 8.407-1 of the San Francisco Charter, the Civil Service Commission is required to conduct a pay equity survey comparing City classifications disproportionately occupied by minorities and women and City classifications not disproportionately occupied by minorities and women. In making adjustments to the basic rates of pay recommended by the Civil Service Commission in its Salary Standardization Survey, the Board of Supervisors may not make upward pay equity adjustments that exceed the equity differentials identified by the Civil Service Commission in this survey, according to the Charter.

The Civil Service Commission approved the pay equity survey at its meeting of January 4, 1993, and it was subsequently transmitted, as required by Charter, to the Board of Supervisors before February 1.

**Comments:** 1. Although the Charter uses the word "survey" to describe the Pay Equity Report, the Civil Service Commission, in conformance with guidelines established by the Mayor's Office, does not conduct original research but rather relies on information gathered by Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington. The Pay Equity Report consists of the following:



- a. An update, with new salary data, of relevant survey data used to identify pay equity differentials, based on point evaluation pay equity studies conducted in Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington.
  - b. Updated appendices of the City's work force composition as of June 30, 1991, including the percentage of women and minority representation by salary, benchmark and job classification, and the percentage of all groups in the workforce.
  - c. An updated publication of the pay equity differential booklet.
2. The Pay Equity Report is primarily used as one basis by the Employee Relations Division of the Mayor's Office to negotiate pay equity agreements with public employee organizations.
3. This Pay Equity Report has been transmitted to the Board of Supervisors every year for the past seven years. Since the Report is to be used for informational and for administrative purposes only and does not draw any conclusions, the transmittal of this Pay Equity Report requires no action on the part of the Board of Supervisors.

**Description:**

**Salary Standardization Report**

Charter Section 8.401 established the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid "... in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage rate, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

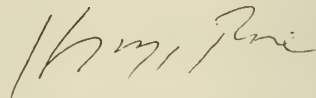
**Comments:**

1. In the past, the Civil Service staff have conducted a preliminary salary standardization survey of other jurisdictions and reported the results of that survey in a "preliminary" report in January of each year. The Civil Service staff would then conduct a second survey in order to update the preliminary report data in their "final" in February or March. Mr. Geoffrey Rothman of the Civil Service Commission indicates that beginning with fiscal year 1993-94, the Civil Service staff now conducts only one salary standardization survey for each new fiscal year. Therefore, the data reported in the proposed "preliminary" Civil Service Staff Salary Standardization Report for fiscal year 1993-94 is the same as the final 1992-93 survey data. According to Mr. Rothman, the salary standardization survey for 1993-94 of other jurisdictions is currently in progress, the results of which will be reported in the "final" Civil Service Staff Salary Standardization Report in March, 1993.

2. Civil Service staff indicates that Proposition B allows unions representing City employees to elect to determine wages through collective bargaining instead of by the current Salary Standardization method under Charter Section 8.407. Civil Service staff reports that the Service Employees International Union (SEIU) Locals 535, 250, and 790 and the International Federation of Professional and Technical Engineers Local 21 unions are expected to elect to determine wages through collective bargaining under Proposition B in the next few weeks. Should these unions elect to determine wages through collective bargaining, approximately 70 percent of the City's employees would then be subject to collective bargaining leaving only approximately 30 percent subject to the Salary Standardization procedures under

Charter Sections 8.401, and 8.407, which are the subject of this report.

**Recommendation:** Continue this item pending transmittal of the final Salary Standardization Report from the Civil Service Commission.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Bierman  
President Alioto  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serrata  
Barbara Kolesar  
Ted Lakey

CALENDAR

REGULAR MEETING OF  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

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WEDNESDAY, MARCH 3, 1993 - 10:00 A.M.

Room 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, KAUFMAN, BIERMAN

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 68-93-4. [Home Program] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and administer a grant from the U.S. Department of Housing and Urban Development for a total amount not to exceed \$5,419,000 for the Home Program authorized under Title II of the National Affordable Housing Act of 1990, Public Law Number 101-625, and approving the Home Program Description; direct and indirect costs associated with the acceptance of these grant funds will be paid by Community Development Block Grant funds. (Mayor)
  - (b) File 132-93-1. [Grant State Funds] Resolution authorizing the San Francisco Art Commission to apply for, accept and expend \$30,000 of California Arts Council funds which provides a network to artists to facilitate live/work space, and for community arts and education, which provides granting, arts education program development, technical assistance and publications and resources to community organizations, Arthouse Manager and Arts Education Coordinator are the positions for which partial funding is being requested, two percent for indirect cost will be included. (Art Commission)
  - (c) File 146-93-10. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$500,000, from the Centers for Disease Control to continue funding the AIDS Early Intervention Network Project through the Comprehensive Aids Resources Emergency (CARE Title III) Disaster Relief Grant; waiving indirect costs. (Department of Public Health)

- (d) File 213-93-1. [Grant Funds – Airport Administration] Resolution authorizing the Airports Commission to seek funds for a Caltrain/SFO Shuttle from the Bay Area Air Quality Management District under AB 434 funds, California Clean Air Act Legislation, for a one-year trial operation period at the end of which the Airports Commission shall again review the funding of this service; waiving indirect costs. (Airports Commission)
- (e) File 146-92-46.4 [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in the amount of \$84,680, contractor, the American Lung Association of Contra Costa/Solano to implement smoke-free worksite intervention program. (Department of Public Health)
- (f) File 146-92-57.2 [Release of Funds] Requesting release of reserved funds, Department of Public Health, AIDS Office, in an amount totalling \$209,512, for contractual services for AIDS prevention, (Instituto Familiar de la Raza (IFR), \$92,910, prevention and education services to members of the high risk Chicano/Latino Community, California AIDS Intervention Training Center (CAITC), \$86,602, prevention services to high risk African Americans, and Coalition for Immigrant and Refugee Rights and Services (CIRRS), \$30,000, prevention services to Gay and Bisexual Latinos). (Department of Public Health)

ACTION:

#### REGULAR CALENDAR

- 2. File 172-93-3. [Third Amendment to Marine Terminal Agreement] Ordinance approving the Third Amendment to Marine Terminal Agreement between Nedlloyd Lines and the San Francisco Port Commission. (Port)
- FISCAL IMPACT

ACTION:

- 3. File 172-93-2. [Hold Harmless Agreement] Resolution authorizing the Port of San Francisco to hold the State of California harmless for claims arising from maintenance and demolition work on Piers 24, 26 and 28. (Port)

ACTION:

- 4. File 47-93-1. [Award of Management Agreement] Resolution confirming award of the management agreement to Five Star Parking to operate St. Mary's Square Garage. (Real Estate Department)

ACTION:

- 5. File 61-93-1. [Contract Award Extension] Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2130, Ventilation of Adit Structures. (Public Utilities Commission)

ACTION:



6. File 61-93-2. [Contract Award Extension] Resolution granting extension of time for awarding San Francisco Water Department Contract No. WD-2137, Hoisting Equipment at Various Pump Stations. (Public Utilities Commission)

ACTION:

7. File 93-93-2. [MOU] Resolution ratifying Memorandum of Understanding with Freight Checkers, Clerical Employees and Helpers, Local 856 (Supervising Registered Nurses, Unit 11.B). (Office of Mayor Employee Relations Division)

ACTION:

8. File 172-93-4. [Family Mosaic Medi-Cal Capitation Contract] Resolution authorizing the Department of Health to enter into a contract with the State Department of Health Services to implement a pilot Medicaid/Mental Health Delivery System. (Department of Public Health)

ACTION:

9. File 172-93-5. [Indemnification Agreement] Resolution authorizing the Department of Public Health to enter into an indemnification agreement with the San Francisco Community College District for the purposes of using the Alemany Facility for a wellness clinic. (Department of Public Health)

ACTION:

10. File 172-93-6. [Contract] Resolution authorizing the Department of Social Services to enter into contract between the City and County of San Francisco and San Francisco Child Abuse Council, Inc., in the amount of fifty thousand dollars (\$50,000) from the County's Children's Trust Fund for the provision of child abuse and neglect prevention services via public awareness and education to professional and community organizations for the period of March 1, 1993 through February 28, 1994. (Department of Social Services)

ACTION:

11. File 172-93-7. [Contract] Resolution authorizing the Department of Social Services to enter into contract between the City and County of San Francisco and Family Service Agency of San Francisco in the amount of \$124,994 of which \$100,000 is from the County's Children's Trust Fund for the provision of in-home and out-of-home parenting training and education to families with children at risk of child abuse and neglect for the period of March 1, 1993 through February 28, 1994. (Department of Social Services)

ACTION:

12. File 172-93-8. [Contract] Resolution authorizing the Department of Social Services to execute a hold harmless agreement with the State Department of Social Services for the State pass-through of a wage supplement to selected individual providers of In-Home Supportive Services for the period of March 1, 1993 through July 31, 1993, for the purposes of assuring cultural, ethnic and language oriented services through community based organizations. (Department of Social Services)

ACTION:

13. File 51-92-4. Hearing transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty. (October, November, December)

ACTION:

14. File 193-93-2. Hearing to consider the City's hiring of Berrios Construction in the remodeling of Candlestick Park. (Supervisor Alioto)

ACTION:

15. File 176-93-1. Hearing to consider status of labor negotiations between Teamsters Local 350 and Sunset Scavengers. (Supervisor Hallinan)

ACTION:

16. File 253-92-2. Hearing to consider the action plans of the Workers Compensation Task Force. (Supervisors Hsieh, Conroy, Shelley, Kennedy)

ACTION:

#### CLOSED SESSION

17. File 45-93-8. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Danielle Goldman against the City and County of San Francisco, by payment of \$7,500. (City Attorney)

ACTION:

18. File 45-93-9. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Paul Johngrass against the City and County of San Francisco, by payment of \$20,000. (City Attorney)

ACTION:

19. File 46-93-1. [Settlement of Lawsuit] Ordinance authorizing settlement of Kippie Locati, et al., v. Michael Emerson Tamas, et al., upon receipt of the compromise and release and acknowledgement of credit rights and release of lien. (City Attorney)

ACTION:

20. File 46-93-2. [Settlement of Lawsuit] Ordinance authorizing settlement of Kathryn Sullivan, et al., v. Pacific Bell, Mona Lesa Loke, et al., upon receipt of the sum of \$11,000 and dismissal of complaint. (City Attorney)

ACTION:

21. File 46-93-3. [Settlement of Lawsuit] Ordinance authorizing settlement of Harvey Iosua, et al., v. Dana Chaqui Prince Harper, et al., upon receipt of the sum of \$30,500 and dismissal of complaint. (City Attorney)

ACTION:

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT.

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

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March 1, 1993

**TO:** Government Efficiency and Labor Committee  
**FROM:** Budget Analyst  
**SUBJECT:** March 3, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 68-93-4

**Department:** Mayor's Office of Housing (MOH)

**Item:** Resolution authorizing the Mayor to apply for, accept and administer a Federal Grant for the Home Investment Partnership (HOME) Program and approving the HOME Program Description. Direct and indirect costs associated with the acceptance of these grant funds will be paid by Community Development Block Grant (CDBG) Funds.

**Grant Amount:** Not to exceed \$5,419,000

**Grant Period:** Five years from the date that HUD approves the grant allocation

**Source of Funds:** U. S. Department of Housing and Urban Development (HUD)

**Project:** Home Investment Partnership (HOME) Program

**Description:** The HOME Program is authorized under Title II of the National Affordable Housing Act of 1990 (Public Law Number 101-625), which provides funds for the acquisition, rehabilitation and development of affordable housing. The Mayor's Office of Housing (MOH) reports that on January 27,

1993, HUD issued a Notice of Funding Availability (NOFA) for Federal Fiscal Year 1993 for this program. The MOH advises that, based on a formula, the City has received a HUD funding allocation of \$5,419,000. In order to be eligible for these funds, the City must submit a program description of how it intends to spend the proposed allocation of HOME Program funds by March 15, 1993.

According to the City's HOME Program Description, the City proposes to use its HOME funding allocation of \$5,419,000 as part of the City-wide Housing Investment Plan, also known as the 1993 San Francisco Affordable Housing Development Program Pools that is summarized in Attachment 1. The 1993 San Francisco Affordable Housing Development Program Pools totals \$50,103,000 including several other sources of development monies and uncommitted HOME funds from 1992 in addition to the proposed \$5,419,000 grant, as follows:

HOME Funds:

Reallocated 1992	\$4,657,000
Proposed 1993	<u>5,419,000</u>
Subtotal	\$10,076,000

Other Sources:

Community Development Block Grant (CDBG)	\$5,996,078
Hotel Tax Funds	6,280,000
SFRA Tax Increment Funds	18,689,515
Office-Affordable Housing Program(OAHP)	191,407
Housing Opportunities for People with AIDS	7,800,000
Federal Emergency Management Agency (FEMA)	1,000,000
Housing Development Fund	<u>70,000</u>
Subtotal	\$40,027,000

Total	\$50,103,000
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The purpose of the City-wide Housing Investment Plan, of which the reallocated 1992 (\$4,657,000) and proposed 1993 (\$5,419,000) HOME funds represents approximately 20 percent (\$10,076,000 of the total \$50,103,000), is to encourage the development of affordable housing in a manner consistent (1) with the priorities for investment set out in the City's Comprehensive Housing Affordability Strategy (CHAS) and the CHAS Annual Plan as approved by HUD on December 2, 1992, (2) with the goals of the Residence Element of the Master Plan, and (3) with the procedures for allocating HOME Program funds approved by the Board of Supervisors in August, 1992 (File 68-92-4.1).



**Budget:** The proposed HOME Program allocation will be distributed as follows:

**Acquisition/Rehabilitation** \$3,419,000

Purchase and renovation or conversion of existing small-unit buildings for housing single persons and larger unit buildings for families.

**Rehabilitation Matching Fund** 1,000,000

Rehabilitation of investor-owned rental housing.

**Housing Opportunities/Contingencies** 1,000,000

Pool of funds set aside for contingencies and for housing investment opportunities which are unforeseeable at the present time.

**Total** \$5,419,000

**Required Match:** \$1,354,750 (25% of proposed \$5,419,000 HOME Program grant)

**Indirect Costs:** The amount has not yet been identified. Indirect costs will be paid from CDBG funds through an amendment to the 1993 Community Development Program (see comment 4).

**Comments:** 1. The matching fund requirement of \$1,354,750 can be provided from any non-Federal resources including Hotel Tax funds, SFRA Tax Increment funds, Office-Affordable Housing Program funds or Housing Development funds.

2. The proposed grant allocation of \$5,419,000 represents a reduction of \$2,787,000 from the 1992 entitlement of \$8,206,000, or 34 percent less than the 1992 entitlement.

3. Mr. Joe La Torre of the MOH reports that a more detailed budget of the allocation of funds for the HOME Program will be provided at the time the Mayor's Office submits its request to the Board of Supervisors to expend the proposed Federal Grant. The proposed resolution would authorize the MOH to administer the new grant. While this language is intended to inform the Federal grantor that the MOH will provide administrative oversight for these grant funds, it does not permit the MOH to expend the grant funds until separate approval is obtained from the Board of Supervisors.

4. Mr. Bernhard Gunther of the Mayor's Office of Community Development (MOCD) reports that the MOCD will be submitting separate legislation amending the 1993 Community Development Program (CDP) that would identify the amount

**BOARD OF SUPERVISORS**  
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of CDBG funds needed for direct and indirect costs to administer the proposed HOME Program grant of \$5,419,000.

5. For 1992, the HOME Program received a grant of \$8,206,000. Because the HOME Program did not begin operations until August, 1992, only \$3,549,000 of the \$8,206,000 grant for 1992 has been committed leaving a balance of \$4,657,000 (\$8,206,000 less \$3,549,000) that is being reallocated along with the proposed \$5,419,000 grant for 1993 to the City-wide Housing Investment Plan totaling \$50,103,000. The MOH's commitments of the 1992 HOME grant totaling \$3,549,000 are detailed in Attachment 2.

6. The Grant Application Information Form prepared by MOH is attached (Attachment 3).

7. A Disability Access Checklist is in the Board of Supervisors file.

**Recommendation:** 1. Amend the proposed resolution to make technical corrections as follows:

Page 1, Line 24, add the phrase "and indirect costs" after the words "direct costs";

Page 2, Line 1, substitute the phrase "an amendment" for the phrase "a supplemental appropriation".

2. Approve the proposed resolution as amended.

**1993 San Francisco Affordable Housing Development Program Pools  
For Federal Fiscal Year 1993**

Programs Subject to NOFAs:	Funds Available <sup>1</sup>			
	Total Funds Available	Reallocated '92 HOME \$	1993 HOME Funds	Other Funds
<b>Supportive Housing:</b>				
Service-enriched housing for homeless persons with special needs such as persons with mental disabilities or persons with AIDS.	12,384,000	4,400,000		7,984,000
<b>Acquisition/Rehabilitation:</b>	15,852,000	257,000	3,419,000	12,176,000
Purchase and renovation or conversion of existing small-unit buildings for housing single persons and larger unit buildings for families.				
<b>Senior/Physically Disabled Housing:</b>	6,280,000			6,280,000
New construction of rental housing for seniors and/or physically disabled persons.				
<b>Family Housing Construction:</b>	5,800,000			5,800,000
New construction of multiple-bedroom rental housing.				
<b>Other Funding Programs:</b>				
<b>Targeted Rehabilitation:</b>	1,500,000			1,500,000
Rehabilitation of single family homes owned by seniors or low income families, and rehabilitation of residential care facilities.				
<b>At-Risk Acquisition/Rehabilitation:</b>	2,756,000			2,756,000
Ac/rehab of existing affordable housing at-risk of losing affordability restrictions.				
<b>Rehabilitation Matching Fund:</b>	1,000,000		1,000,000	
Rehabilitation of investor-owned rental housing.				
<b>Low/Moderate Income Homeownership:</b>	2,000,000			2,000,000
New construction of ownership housing for low/moderate income families.				
<b>Predevelopment Loan Program:</b>	1,340,000			1,340,000
<b>Housing Opportunities/Contingencies:</b>	1,191,000		1,000,000	191,000
	50,103,000	4,657,000	5,419,000	40,027,000

<sup>1</sup>Includes funds from FY 1992 uncommitted as of October 1, 1992.

## Housing to be Produced with 1992 HOME Program funding Commitments

San Francisco received an entitlement grant of \$8,206,000 in HOME Program funds from the federal government in 1992. Of this sum, \$3,549,000 was committed to specific housing development projects by the Mayor's Office of Housing by December 31, 1993:

HOME Funds Committed	Project Location	Use of Funds
\$1,752,500	701 Natoma Street	New construction of 104 unit Single Room Occupancy residential hotel above new senior/community center.  Expected start of construction: April, 1993 Expected completion: June, 1994
\$ 700,000	217 Eddy Street	Moderate rehabilitation of low-income 105 unit apartment building (studios and one-bedrooms), owned by non-profit housing development corporation.  Expected start of construction: June, 1993 Expected completion: January, 1994
\$ 579,000	525 O'Farrell St.	Acquisition and rehabilitation, of 25 unit apartment building, including seismic upgrade, general rehabilitation.  Expected start of construction: July, 1993 Expected completion: March, 1994
\$ 517,500	391 Leavenworth	Seismic and fire-safety improvements, building code compliance work on 40-unit Single Room Occupancy unreinforced masonry apartment building fully occupied by very low income persons, owned by non-profit housing corporation.  Expected start of construction: July, 1993 Expected completion: July, 1994

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Housing

Contact Person: Joe LaTorre Telephone: 554-8788

Project Title: HOME Program

Grant Source: U.S. Department of Housing and Urban Development

### Proposed (New / Continuation) Grant Project Summary:

The HOME Program was established by the Cranston-Gonzalez Housing Act of 1990 to provide funds for the acquisition, rehabilitation and development of affordable housing. Each year, the City receives an entitlement grant in an amount determined by formula from the federal appropriation.

HOME funds will be used as one component of the City's overall subsidized housing development program, along with CDBG funds, the housing set-aside under the Hotel Tax Fund, any available funds from tax-increment financing, the Office-Affordable Housing Production Program, and other special funds targeted to affordable housing. The Program Description to be submitted to HUD, and and incorporated in the Resolution by reference, details the various sources anticipated for 1993 and the proposed pattern for allocating these funds to various needs.

The City will disburse funds by entering into loan agreements with housing developers, under which the developer will develop and maintain housing in accordance with federal HOME guidelines. Funds will be disbursed as costs are incurred by the developer.

Amount of Grant Funding Applied for: \$5,419,000

Maximum Funding Amount Available: \$5,419,000

Required Matching Funds: Existing City affordable housing funds (tax increment, Hotel Tax Fund)

Number of Positions Created and Funded: none

Amount to be Spent on Contractual Services: none

Will Contractual Services be put out to Bid? n.a.

Term of Grant: Five years to complete disbursement

Date Department Notified of Available funds: February 1, 1993

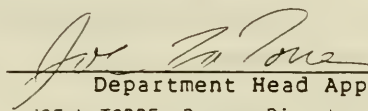
Application Due Date: March 15, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Regulations and procedures for committing and expending HOME funds are specified by HUD at 24 CFR 92. The Mayor's Office of Housing has prepared, and the Board of Supervisors has by Resolution 769-92 approved procedures for selecting projects to be assisted by HOME.

Assessment of Need for Grant Funding:

HOME funding is essential to address the City's need to develop and preserve affordable housing, and to meet the housing assistance goals of the City's Residence Element and Comprehensive Housing Affordability Strategy.

  
\_\_\_\_\_  
Department Head Approval  
JOE LaTORRE, Deputy Director  
for TED DIENSTFREY, Director



Item 1b - File 132-93-1

**Department:** Arts Commission

**Item:** Resolution authorizing the Arts Commission to apply for, accept and expend a continuation grant of \$30,000 from the California Arts Council, which includes two percent for indirect costs.

**Grant Amount:** \$30,000

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** California Arts Council

**Description:** The proposed grant funds would be used to continue to partially support two staff positions. one of which is the Manager of ArtHouse, a non-profit agency and the other of which is an Arts Education Coordinator with Community Arts and Education, a program of the Arts Commission. ArtHouse provides a network to artists to facilitate live/work space. Community Arts and Education provides grants, arts education program development, technical assistance and arts related publications and resources to community organizations. The Arts Commission advises that the responsibilities of the two staff positions include establishing linkages between individual artists, arts organizations, educational institutions, local government and the general public.

<b>Budget:</b>	<u>Personnel</u>	
	Arts Education Coordinator	\$14,700
	ArtHouse Manager	14,700
	Subtotal	\$29,400
	<u>Indirect Costs</u>	600
	Total	\$30,000

**Indirect Costs:** \$600 or two percent of the total grant

**Comments:**

1. The deadline for the proposed grant application was January 25, 1993. The Arts Commission reports that the application has already been submitted. Therefore, the proposed resolution should be amended to authorize the Arts Commission to apply for this proposed grant retroactively.
2. Attached is a Grant Summary, as prepared by the Arts Commission, for this proposed grant.

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Memo to Government Efficiency and Labor Committee  
March 3 1993 Government Efficiency and Labor Committee Meeting

3. The Arts Commission has prepared a Disability Access Checklist, which is on file with the Clerk of the Board.

**Recommendation:** Amend the proposed resolution to authorize the Arts Commission to apply for the proposed grant retroactively and approve the resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Art Commission

Contact Person: Sonia Gray Telephone: 554-9671

Project Title: Arts Education & Live/Work Space for Artists

Grant Source: California Arts Council State Local Partnership Program

Proposed (New / Continuation) Grant Project Summary:

To provide a network to artists to facilitate live/work space, and for community arts and education, which provides granting, arts education program development, technical assistance and publications and resources to community organizations. Arthouse Manager and Arts Education Coordinator are the positions for which partial funding is being requested.

Amount of Grant Funding Applied for: \$ 30,000

Maximum Funding Amount Available: \$ 30,000

Required Matching Funds: \$ 30,000

Number of Positions Created and Funded: 2

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? N/A

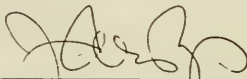
Term of Grant: FY 93-94

Date Department Notified of Available funds: June 199

Application Due Date: January 25, 1993 (applications reviewed March 24, 1993)

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Please see attached.



Department Head Approval

Item 1c - File 146-93-10

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health, to  
apply for a continuation grant of \$500,000, from the Centers  
for Disease Control, and waiving indirect costs.

**Grant Amount:** \$500,000

**Grant Period:** May 1, 1993 to April 30, 1994

**Source of Funds:** Centers for Disease Control (Comprehensive AIDS Resources  
Emergency (CARE Title III) Disaster Relief Grant

**Project:** AIDS Early Intervention Network Project

**Description:** The AIDS Early Intervention Services Network Project  
demonstration is designed to increase the accessibility of  
health services to under served HIV positive individuals,  
especially to ethnic minorities, youth, intravenous drug users  
and women. The proposed grant funds would be used to  
continue to (1) provide preventive, diagnostic, clinical and  
therapeutic services for persons with HIV infection, through a  
network of existing primary medical care and HIV counseling  
and testing services and (2) establish or enhance referral and  
case management systems for early intervention services.

**Budget:** A detailed budget will be provided when the DPH requests  
authorization from the Board of Supervisors to accept and  
expend the proposed grant funds.

**Required Match:** None

**Indirect Costs:** None. Federal regulations prohibit payment of indirect costs.

**Comments:** 1. The DPH advises that it will submit a grant summary for  
the proposed grant at the time when DPH submits its detailed  
budget and requests authorization from the Board of  
Supervisors to accept and expend the proposed grant funds.

2. The DPH has completed a Disability Access Checklist which  
is on file with the Clerk of the Board.

**Recommendation:** Approve the proposed resolution.

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Item 1d - File 213-93-1

**Department:** Airports Commission, San Francisco International Airport (SFIA)

**Item:** Resolution authorizing the Airports Commission to apply for a grant for a CalTrain/SFO Shuttle (SFO is an airline industry designation for the San Francisco International Airport) from the Bay Area Air Quality Management (BAAQM) District to promote free shuttle services from the Milbrae CalTrain Station to the Airport under AB 434 funds, California Clean Air Act Legislation, for a one-year trial operation period at the end of which the Airport Commission shall again review the funding of this service; waiving indirect costs.

**Grant Amount:** \$55,800 (20% of \$279,000 total estimated shuttle operation costs)

**Grant Period:** April 30, 1993 to April 30, 1994

**Source of Funds:** Bay Area Air Quality Management District (BAAQMD)

**Project:** CalTrain/SFO Shuttle

**Description:** The proposed resolution would authorize the SFIA to seek funds for the off-Airport portion of a CalTrain/SFO shuttle project from the BAAQMD for a one year trial operation period. The proposed free shuttle would transport airline passengers and Airport employees between the Milbrae CalTrain station and the Airport. The Airport indicates that the shuttle service would encourage Airport employees and airline passengers to use public transportation rather than private transportation to and from the Airport. According to the Airport, the shuttle is intended to reduce traffic congestion at and near the Airport as well as improve air quality. The Airport notes that current San Mateo County Transit District (SamTrans) bus routes are not coordinated with the Milbrae CalTrain schedule which, according to the Airport, results in Airport employees and airline passengers waiting long periods of time to get to and/or from the Airport. The SamTrans fare is \$0.85.

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The proposed grant funds, according to Ms. Janice Gendreau of the Airport, will be subgranted to SamTrans, which will operate the free shuttle service.

Ms. Gendreau reports that the intent of the proposed grant is to reduce traffic congestion, to promote the use of public transit and rideshare, and to provide a convenient connection to SFIA for Airport employees and airline passengers.

**Grant Budget:**

The Airport will submit a complete project budget totalling \$279,000 when it requests authority to accept and expend the proposed grant.

**Required Match:**

\$223,200 (80% of \$279,000) included in the Airport's 1992-93 budget. The Airport will pay for 80% of the total shuttle operation costs from Airport revenues because 80% of the shuttle's operations will take place on Airport premises. The Airport expects that the shuttle will be used mainly by Airport employees.

**Indirect Costs:**

None (see Comment No. 2)

**Comments:**

1. Ms. Gendreau reports that the proposed resolution would provide grant funding for the off-airport (not on Airport premises) portion of the shuttle operation. Ms. Gendreau advises that the on-Airport portion of the shuttle (on Airport premises) will be funded by Airport revenues included in their 1992-93 budget. Ms. Gendreau estimates that total shuttle operation costs will be approximately \$279,000. Ms. Gendreau reports that off-Airport costs will be \$55,800 (20% of \$279,000 - subject of the proposed grant) and on-Airport costs will amount to approximately \$223,200 (80% of \$279,000).

2. The Airport advises that indirect costs are not included as a part of the grant fund because the Airport pays for City-wide administrative overhead costs through concession revenues. Therefore, the Airport is requesting that indirect costs for the proposed grant be waived.

3. As stated above, the Airport reports that presently there is not adequate public transportation between SFIA and the Milbrae CalTrain station. The Airport advises that while the Airport's Master Plan calls for an automated Guideway System (people mover) to connect the SFIA with CalTrain east of the Bayshore Freeway, the Guideway System will not be completed until

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approximately 1997. In the interim, the Airport proposes a free shuttle service operated by SamTrans to meet each northbound and southbound CalTrain and transport patrons between the Airport's terminals, principal on-Airport work sites, and the Milbrae CalTrain Station.

4. Ms. Gendreau reports that the Airport has not asked SamTrans, Santa Clara County, and San Mateo County to contribute funds to the proposed shuttle project for several reasons: 1) Ms. Gendreau reports that these entities currently contribute to the cost of CalTrain operations, 2) Ms. Gendreau states that the Airport has an obligation to provide convenient and environmentally safe transportation for its employees and the Airport is the largest employer in San Mateo County, and 3) Ms. Gendreau notes that the Airport views the proposed shuttle service as an Airport only project and operation. Ms. Gendreau states that the proposed shuttle service will benefit the entire bay area region in terms of convenient transportation service to the Airport and improved air quality. Ms. Gendreau estimates that the proposed shuttle would serve approximately 50 percent of Airport employees and 30-50 percent of SFIA airport patrons coming from San Mateo and Santa Clara counties.

5. The Budget Analyst considers that the approval a free shuttle service is a policy matter for the Board of Supervisors.

6. As noted above, the Airport would provide a complete project budget, as well as a "Summary of Grant Request", when it requests authorization to accept and expend the proposed grant.

7. The Airport has prepared a Disability Access Checklist which is in the file.

**Recommendation:**

Approval of the proposed resolution to authorize the Airports Commission to apply for a grant for a free shuttle service (CalTrain/SFO Shuttle) is a policy matter for the Board of Supervisors.

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Item 1e File 146-92-46.4

**Department:** Department of Public health (DPH),  
Community Public Health (CPH)

**Item:** Release of reserved funds in the amount of \$84,680, for  
contract services to implement a smoke-free worksite  
intervention program.

**Amount:** \$84,680

**Source of Funds:** State Department of Health Services, Tobacco Control  
Section (Tobacco Tax)

**Description:** The Board of Supervisors previously authorized the DPH  
to apply for, accept and except a State grant allocation in  
the amount of \$2,127,666 for Phase III of the Tobacco  
Plan (File 146-92-46). Of the \$2,127,666 total grant  
approved, \$883,831 was placed on reserve pending the  
identification of contractors, the MBE/WBE status of the  
contractors and finalized contract details. Of the \$883,831  
originally reserved, \$76,768 has previously been released  
from reserve, leaving a balance of \$807,063 still on  
reserve. The DPH is now requesting that an additional  
\$84,680 be released from reserve.

The DPH reports that the \$84,680 would be used to pay  
for a contract with the American Lung Association of  
Contra Costa/Solano Counties, a non-profit agency. The  
DPH advises that the American Lung Association was  
selected through the Department's Request for Proposal  
(RFP) process. American Lung Association would be  
responsible for the implementation of a Smoke-free  
Worksite Intervention Program.

Specifically, the American Lung Association would  
provide program oversight, technical assistance and  
training, and act as fiscal agent for the Program. The  
American Lung Association would subcontract with the  
Career Resource Development Center (CRDC) of San  
Francisco for the provision of direct services to implement  
the Program. The CRDC staff would be responsible for (1)  
providing on-site consultations, educational mail-outs and  
employer seminars, aimed at encouraging a smoke-free  
environment to 50 to 75 San Francisco businesses, (2)  
identifying 15 to 25 individuals and organizations willing  
to participate in the Tobacco Free Project's Public  
Advocacy Group as advocates of tobacco-free initiatives  
and (3) developing procedures and educational materials

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in collaboration with the City's Bureau of Environmental health Services, to inform new and renewal business license applicants of worksite smoking ordinances.

The \$84,680 contract amount is detailed below:

Personnel

Project Director (.22 FTE)	\$10,422	
Project Associate (.22 FTE)	7,315	
Fringe Benefits	<u>4,434</u>	
Subtotal		\$22,171

Operating Expenses

Rent	\$1,176	
Office Supplies	480	
Equipment Lease	600	
Travel	1,508	
Telephone	960	
Postage	240	
Photocopying	480	
Audit	375	
Training	975	
Printing	4,496	
Administrative Overhead	<u>1,219</u>	
Subtotal		12,509

Subcontract

Career Resource Development Center  
of San Francisco

Personnel

Project Director (0.25 FTE)	\$9,300	
Outreach Worker (1.00 FTE)	24,960	
Clerical (0.25 FTE)	5,700	
Fringe Benefits	<u>7,193</u>	
Subtotal		47,153

Operating Expenses

Staff Mileage	\$680	
Reprographics	500	
Postage	500	
Office Supplies	600	
Telephone	<u>567</u>	
Subtotal		<u>2,847</u>

Total		\$84,680
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**Recommendation:**

Approve the proposed release of reserved funds in the amount of \$84,680.

Item 1f File 146-92-57.2

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Release of reserved funds totaling \$209,512, for  
contractual services

**Amount:** \$209,512

**Source of Funds:** Centers for Disease Control

**Description:** The Board of Supervisors previously authorized the DPH to accept and expend a Federal grant in the amount of \$6,029,444 for the AIDS Prevention Project (File 146-92-57.1) Of the \$6,029,444, \$209,512 was placed on reserve pending the selection of contractors, the MBE/WBE status of the contractors, and finalized contract cost details. The DPH is now requesting that the \$209,512 placed on reserve, be released.

The DPH reports that the \$209,512 would be used to pay for contracts with the Instituto Familiar de la Raza (\$92,910), the California AIDS Intervention Training Center (\$86,602), and the Coalition for Immigrant and Refugee Rights and Services (\$30,000). The DPH advises that these three contractors were selected through the Department's Request for Proposal (RFP) process. The Instituto Familiar de la Raza would provide AIDS/HIV prevention and education services to high-risk persons in the Chicano/Latino community. The California AIDS Intervention Training Center would provide AIDS prevention services to high-risk African Americans. The Coalition for Immigrant and Refugee Rights and Services would provide AIDS prevention services to Gay and bisexual Latinos. The budget details for each of the three contracts are outlined below:

**Instituto Familiar de la Raza**

**Personnel**

Salaries (1.6 FTE)	\$40,744	
Fringe Benefits	<u>9,779</u>	
Subtotal		\$50,523

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**Operating Expenses**

Rent	\$5,000	
Utilities	1,524	
Office Supplies	1,200	
Postage	310	
Printing	\$700	
Insurance	1,800	
Staff Training	490	
Travel	1,600	
Equipment Rental	1,400	
Consultant Services	2,600	
Educational Supplies	8,514	
Promotion/Advertisement	3,400	
Administrative Overhead	12,849	
Other	<u>750</u>	
Subtotal		<b>\$42,137</b>
Total		<b>\$92,660</b>

**California AIDS Intervention Training Center**

**Personnel**

Salaries (1.6 FTE)	\$52,576	
Fringe Benefits	<u>12,000</u>	
Subtotal		<b>\$64,576</b>

**Operating Expenses**

Utilities	\$1,720	
Office Supplies	1,000	
Printing and Reproduction	1,000	
Staff Training	700	
Travel	720	
Rental Equipment	1,092	
Educational Materials	8,000	
Administrative Overhead	<u>7,794</u>	
Subtotal		<b>22,026</b>
Total		<b>\$86,602</b>

**Coalition for Immigrant and Refugee Rights and Services**

**Personnel**

Salaries (1.0 FTE)	\$21,500	
Fringe Benefits	<u>4,730</u>	
Subtotal		<b>\$26,230</b>

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<u>Operating Expenses</u>		
Educational Supplies	\$1,770	
Telephone	360	
Printing and Reproduction	240	
Consultant Services	700	
Travel	350	
Staff Training	<u>350</u>	
Subtotal		<u>\$3,770</u>
Total		\$30,000

**Comment:** The DPH is requesting that a total of \$209,512 be released from reserve. However, the \$209,512 includes an amount of \$92,910 for the Instituto Familiar de la Raza contract. As noted above, the actual amount of the Instituto Familiar de la Raza contract is \$92,660 or \$250 less than the \$92,910 requested amount. Therefore, a total of \$209,262 or \$250 less than the requested amount of \$209,512 should be released from reserve.

**Recommendation:** Release \$209,262 of the \$209,512 in reserved funds and continue to reserve the remaining balance of \$250.





Item 2 - File 172-93-3

**Department:** Port of San Francisco

**Item:** Resolution approving the Third Amendment to the Marine Terminal Agreement between Nedlloyd Lines and the City and County of San Francisco.

**Location:** San Francisco Port, North Container Terminal, at the east end of Army Street.

**Description:** On April 1, 1990, the Port initiated a new five-year (1990-95) Marine Terminal Agreement with Nedlloyd Lines for use of its North Container Terminal, which extended the provisions of the prior five-year agreement. The value to the Port of the new Agreement was under \$1,000,000 and therefore was not subject to approval by the Board of Supervisors.

Subsequently, Nedlloyd Lines requested a First Amendment to the 1990-95 Agreement to reflect its decision to use the Port of San Francisco as its central location point ("hub") on the West Coast for shipments from South America, Central America, the Caribbean and the Far East. That Agreement, with estimated revenues to the Port of approximately \$10,105,000 over the five-year term from wharfage, dockage, and crane rentals, was approved by the Board of Supervisors and became effective on October 4, 1990, (File 172-90-25).

Nedlloyd Lines subsequently requested a Second Amendment to the 1990-95 Agreement to further expand its hub operations at the Port of San Francisco. The Port estimated that the Second Amendment would result in revenues of approximately \$16 million during the life of the Agreement from wharfage, dockage, and crane rental, representing an increase of approximately \$5,895,000 over the previous five-year revenue estimate of \$10,105,000. The Second Amendment was approved by the Board of Supervisors and became effective on January 15, 1991, (File 172-90-25.1).

The proposed Third Amendment would increase the rates for wharfage, dockage and crane rental fees because Nedlloyd will no longer use the Port as its hub operations. Wharfage is a charge against the amount of cargo that is loaded and unloaded on Port property. Dockage is a charge for parking ships at Port Facilities. Crane rental includes loading and unloading the cargo that is brought through the Port (crane rental fees are assessed on a per hour basis).

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### Wharfage

Under the proposed Third Amendment, wharfage would be assessed on a sliding scale basis in contrast to the fixed fee amount based on the number of cargo containers that are handled, as follows:

<u>Number of TEUs*</u>	<u>Current Cost per TEU*</u>	<u>Proposed Cost Per TEU*</u>
From 1 through 1,500	\$25	\$60
1,501 through 2,500	\$25	\$57
2,501 through 5,000	\$25	\$52
5,001 through 8,500	\$25	\$48
8,501 through 11,000	\$25	\$42
11,001 through 14,000	\$25	\$40
14,001 through 17,000	\$25	\$38
17,001 through 20,500	\$25	\$35
20,501 or more	\$25	\$33

\* Twenty foot equivalent units (TEU) are standard size shipping containers measuring 20 ft. long by 8 ft. high by 8 ft. wide.

The proposed amended Agreement includes discounted wharfage rates for empty containers. Wharfage on empty containers would be 60 percent of the posted tariff, or approximately \$4.62 per TEU, which is \$0.77 more than the current rate of \$3.85 per TEU. The wharfage on breakbulk cargo of \$3.09 per revenue ton would be \$0.30 more than the existing rate of \$2.79 per revenue ton (breakbulk cargo is any item that is not shipped in a container, i.e., automobiles, tractors or coffee).

### Dockage

Dockage fees are assessed according to the imposed tariffs. (The tariff is calculated by the number of vessel calls, the length of the vessel and the amount of time the vessel is in Port). Under the proposed Third Amendment, dockage would be assessed at the flat discount rate of 40 percent in contrast to the current sliding scale discount rates of 60 percent or 75 percent, depending on the number of calls at the Port of San Francisco.

### Crane Rental

Under the proposed Third Amendment, crane rental fees would be \$385 per hour in contrast to the current \$345 per hour under the existing Agreement.

In addition to changes in wharfage, dockage and crane rental fees, the proposed Third Amendment to the 1990-95 Agreement includes the following provisions:

#### Section 2.02 Term: Termination

Under the proposed Third Amendment to the Agreement, the Agreement would be in effect for a period of three years, commencing on November 1, 1992. The Agreement could be terminated by the Port or by Nedlloyd at the conclusion and up until 45 days after the conclusion of the second contract year, which would be October 31, 1994. If either party elects to exercise the option to terminate the Agreement, the party must give written notice to the other party no later than 45 days following the conclusion of the prior contract year. If either party fails to exercise its early termination rights within the times set forth above, that party would be deemed to have waived its early termination rights with respect to that contract year. For purposes of the Agreement, the term "contract year" would mean that period from November 1 to October 31 of succeeding years.

#### Section 4.02 Fees for Use

The proposed Third Amendment to the Agreement contains no guarantees made by Nedlloyd Lines with respect to usage of Port facilities. Under the terms of the existing Second Amendment to the Agreement, Nedlloyd Lines guarantees a minimum annual thruput of 50,000 TEUs, excluding empty containers, loaded to or discharged from vessels (the "Thruput" guarantee). Containers transshipped at the facility, that is, discharged from one Nedlloyd vessel and reloaded to another Nedlloyd vessel at the Port, are counted only once for purposes of determining annual thruput. Additionally, Nedlloyd currently guarantees 3,500 hours of container crane rental over the five-year period. However, with regard to guarantees, the rates charged by the Port to Nedlloyd under the proposed Third Amendment are higher than the rates charged under the existing Second Amendment. However, a 40 percent discount on wharfage and dockage fees would still be granted by the Port to Nedlloyd.



#### Section 4.03 Rate Adjustments

Rates stated in Section 4.2 of the Agreement, as cited above, would be adjusted at the same percentage and at the same time as those authorized by the California Association of Port Authorities for Tariff No. 3-C, which is the operative tariff for Port activities.

From November 1, 1990 through October 31, 1992, Nedlloyd paid fees according to the schedule previously approved in the Second Amendment to the Agreement. For the three-year period commencing November 1, 1992, Nedlloyd has agreed to pay fees according to the proposed Third Amendment. According to Mr. Roger Peters of the Port, the estimated revenues to the Port resulting from the proposed Third Amendment over this three-year period is approximately \$5.4 million. The Port's previous estimate of revenues under the terms of the existing Second Amendment for the comparable three year period was \$9.6 million. Therefore, the proposed Third Amendment would result in a reduction in revenues to the Port of approximately \$4.2 million (or 43.8 percent less) over the three-year period.

#### **Comments:**

1. During consideration of the previously approved Second Amendment to the Agreement, it was reported that Nedlloyd Lines' parent company owns a South African subsidiary. However, according to the City Attorney's opinion, "the Port's berthing agreements and marine terminal agreements are regulated by the Shipping Act of 1984. Application of the proposed South Africa amendments to these agreements conflicts with the Act, and therefore would be pre-empted."

2. The existing Second Amendment to the Agreement states that in the event of early termination of the Agreement, Nedlloyd Lines' obligations to the TEU guarantee would be pro-rated based on the percentage of the five-year term that had elapsed. The percentage would then be applied to the total guaranteed contract volume. In the event that Nedlloyd Lines had not met the revised guaranteed contract volume prior to the effective date of any early termination, it would pay the Port for the shortage at the prevailing rate, which would be the rate in effect at the end of the Agreement term. According to Mr. Peters, Nedlloyd owes the Port approximately \$160,000 based on the foregoing, and has agreed to pay the Port that sum in five installments of approximately \$32,000 each, to be completed by June 30, 1993.

3. As previously stated, the Port estimates that revenues for the three-year life of the Agreement would be \$5.4 million

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under the terms of this proposed Third Amendment compared to its previous estimate of revenues of \$9.6 million under the terms of the existing Second Amendment for the comparable three year period, or a reduction in total revenues of approximately \$4.2 million or a 43.8 percent reduction in revenues. Although rates are being increased by the Port to Nedlloyd, as previously noted, the Port is granting a 40 percent discount to Nedlloyd of the posted tariff on wharfage and dockage fees.

**Recommendation:** For the reasons cited in Comment No. 3 above, approval of the proposed resolution to approve the Third Amendment to the Agreement between Nedlloyd Lines and the Port, that would result in an estimated \$4.2 million reduction in revenue over three years to the Port, representing a 43.8 percent reduction in Port revenues, is a policy matter for the Board of Supervisors.



Item 3 - File 172-93-2

**Department:** Port of San Francisco

**Item:** Resolution authorizing the Port of San Francisco to hold the State of California harmless for claims arising from the maintenance and demolition work on Piers 24, 26, and 28.

**Description:** The proposed resolution would authorize the Port of San Francisco to hold harmless the State of California for all claims for damage or liability arising from the maintenance and demolition work described in a proposed Cooperative Agreement and would authorize the executive Director to execute the Cooperative Agreement.

The State of California owns and operates the San Francisco-Oakland Bay Bridge (Bay Bridge), which crosses over Piers 24, 26, and 28 at its west end. Piers 24, 26, and 28 are within the jurisdiction of the City and are owned and operated by the Port of San Francisco.

According to the Port of San Francisco, it has been alleged that paint particles containing lead have, over the course of many years, fallen from the Bay Bridge as a result of the State's maintenance activities on lead-based paints previously applied to the Bay Bridge in the course of its construction and maintenance. Accumulated sandblast materials and other lead compounds deposited on the roofs of Piers 24, 26, and 28, and on the roofs of connecting sheds (the "Facilities") may be attributable to the State's maintenance activities. Those materials must be removed prior to the Port undertaking roof maintenance or demolition of those facilities.

Further, it has been alleged that activities by adjacent tenants of the Port of San Francisco, including Southwest Marine, Inc., may have deposited sandblast grit containing lead on the roofs of the "Facilities" and that lead has also been deposited by smoke residue from fires on other piers.

The Port intends to enter into a Cooperative Agreement with the State whereby the State would pay the Port for the costs required to remove the lead and sandblast materials from the "Facilities" so that the Port may undertake needed roof maintenance on various buildings and so that the Port may demolish the building on Pier 24. As a condition of its entering into the cooperative agreement, the State requires this proposed hold harmless agreement.

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Pertinent provisions of the Cooperative Agreement are as follows:

1. The Port would prepare contract specifications and award a contract for removal of the lead and sandblast materials using the Port's normal contracting procedures. Bid documents would be provided by the Port to the State for the State's comment prior to advertising for bids.
2. The Port would perform, at its sole expense, all necessary administrative and supervisory contract preparation, award, and administration work.
3. The Port would, upon execution of the proposed agreement, invoice the State for an advance payment of \$608,995, the initial estimate of the cost of the work, which sum would be paid to the Port as a source of funding for the award of a contract. Upon completion of the contract, the Port would retain any interest earned on the advance payment, but any portion of the principal amount received from the State in excess of the actual amount required to pay the finally approved contract cost, including all change orders and claims, would be returned to the State after completion of the project.
4. The Port would be solely responsible for the cost of removal and disposal of contaminated material from Pier 28, at no cost to the State, and the Port would waive all future claims against the State regarding any materials deposited on the roof of Pier 28 prior to completion of the project.
5. The Port would seek to reduce disposal costs to the maximum extent feasible. To the extent that opportunities exist for recycling or reducing the cost of encapsulating, transporting, and storing of lead contaminated material, the Port would work with the State and other affected public agencies in attempting to achieve cost reductions.
6. The State would indemnify the Port against any and all losses due to releases of contaminated material from Piers 24, 26, or the connector sheds into the environment, including non-negligent releases of lead-containing material at the ultimate disposal site. The State agrees to be responsible as the "generator" and the "producer" of lead-containing hazardous materials handled and disposed of during the project, for the purposes of both State and Federal law.

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7. CalTrans (a State agency) would waive all claims against Southwest Marine Inc., and other unnamed tenants of the Port, as regards the deposit of lead material on Piers 24, 26, 28, and the connector sheds.

8. The Cooperative Agreement would terminate on December 31, 1993, or sooner upon completion of the project. However, all obligations of the parties relative to indemnification would continue.

**Comment:**

1. Ms. Julie VanNostern of the City Attorney's Office reports that the hold harmless agreement has been reviewed and approved as to form, and that it is reasonable for the City to enter into this agreement as written.

2. Ms. VanNostern further reports that the authority sought of the Board of Supervisors by the Port is the approval of the hold harmless agreement and not the approval of the Cooperative Agreement, approval of which is within the sole purview of the Port Commission. Ms. VanNostern advises that accordingly, the proposed resolution should be amended on page 2, line 13, to read "and demolition work described in the Cooperative Agreement." The remainder of that sentence, "and authorizes the Executive Director to execute the agreement.", should be deleted.

3. According to Ms. VanNostern, the provisions of the Cooperative Agreement concerning the Port being financially responsible for any work performed on Pier 28 are the result of negotiations between the State and the Port, which were approved by the Port Commission in executive session and involve privileged matters.

4. Ms. VanNostern further reports that the provisions of the Cooperative Agreement concerning alleged activities by tenants of the Port, including Southwest Marine, Inc., involve issues that were discussed in executive session by the Port Commission and are privileged matters relating to the settlement.

**Recommendations:** 1. As advised by the City Attorney's Office, delete all language after the word "Agreement" on line 13, page 2, of the proposed resolution. (See Comment No. 2 above)

2. Approval of the proposed resolution as amended is a policy matter for the Board of Supervisors.

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Item 4 - File 47-93-1

**Departments:** Real Estate Department  
Parking and Traffic Commission

**Item:** Resolution confirming award of the management agreement for the parking operation of the St. Mary's Square Garage and for security and maintenance services of the 16th and Hoff Streets off-street metered parking facility.

**Description:** St. Mary's Square garage is a 39-year old City-owned parking facility located at 433 Kearny Street at California Street. St. Mary's Square garage has 828 parking spaces and served approximately 140,000 transient vehicles and between 450 and 500 monthly vehicles in 1991-92.

On November 5, 1992, the Board of Supervisors authorized the Real Estate Department to seek bids for purposes of awarding a management agreement for the operation of the St. Mary's Square Garage and for security and maintenance services of the 16th and Hoff Streets facility. Subsequently, the Real Estate Department advertised in local newspapers seeking sealed bids for the operation of the St. Mary's Square Garage and for security and maintenance services of the 16th and Hoff Streets facility under a management agreement. The Real Estate Department received 15 bids of which six were subsequently determined to have met the minimum standards.

The selection of the winning bidder was based on the garage operator which submitted the lowest most qualified bid representing a management fee payable by the City to the garage operator on the basis of the lowest percentage of gross parking revenues. This management fee includes the bidder's operating costs and profits for managing the operations of the St. Mary's Square Garage and performing security and maintenance services at the 16th and Hoff Streets parking facility. The balance of the gross revenues (net of the management fee) would accrue to the City.

The six qualified bidders and their bids for management fees were as follows:

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<u>Name</u>	<u>Percentage of Gross Revenue</u>
Five Star Parking	29.18
S. F. Parking, Inc./City Park	43.01
City Parking Company	46.07
Ampco Parking	48.89
Car Park Corporation	52.88
Ace Parking Management Company	54.04

Because Five Star Parking submitted the lowest management fee bid and has met all of the necessary requirements of the bid process, the Real Estate Department has selected Five Star Parking to manage the St. Mary's Square Garage and to perform security and maintenance services at the 16th and Hoff Streets parking facility.

**Comment:**

1. The current parking rates charged at St. Mary's Square Garage, for which no changes have been proposed at this time, are as follows:

Hourly Parking-Daytime Rates (attended)  
(6 A.M. to 6 P.M. Monday through Friday)

<u>Time</u>	<u>Parking Charge</u>
Early Bird (in by 6 A.M., out by 6 P.M.)	\$10.00
0-1/2 hour	2.50
1/2-1 hour	4.00
1-1 1/2 hours	5.50
1 1/2-2 hours	7.50
2-2 1/2 hours	9.50
2 1/2-3 hours	11.50
3-3 1/2	13.50
over 3 1/2	17.00

Hourly Parking-Nighttime Rates (unattended)  
(6 P.M. to 6 A.M. Monday through Friday;  
Sundays and holidays)

0-1 hours	\$1.00
1-2 hours	2.50
over 2 hours	4.50

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<u>Saturday Rates</u> (6 A.M. to 6 P.M.)	<u>Parking Charge</u>
0-1 hour	\$1.00
1-2 hours	2.50
2-3 hours	4.50
3-4 hours	7.00
4-5 hours	9.00
5-6 hours	11.50
6-7 hours	14.25
over 7 hours	16.50

Monthly Parking

\$260.00 per month (payable on a month-to-month basis only)

Lost Ticket Charge

Maximum rate.

2. Mr. Kevin Hagerty of the Parking Authority advises that the day rates charged at St. Mary's Square garage are somewhat higher than other City-owned parking facilities because St. Mary's Square garage is located in and serves the financial district. According to Mr. Hagerty, most City-owned and operated garages are located in areas serving retail districts and where the parking rates are lower.

3. Mr. Hagerty advises that the subject management agreement replaces an existing lease agreement. Under a management agreement, the City controls total gross receipts and pays the garage operator the monthly management fee based on a percentage of gross revenues (the basis for the competitive bidding). Under the previous lease agreement, the City received a monthly fee, or rent, based on a percentage of gross revenues, with the operator controlling total gross receipts and keeping the balance of these receipts after paying the City the agreed upon percentage of gross receipts.

4. The subject Management Agreement also requires Five Star Parking to provide security and maintenance at the off-street metered parking facility located at 16th and Hoff Streets. This location includes 115 metered parking stalls on two parking levels beneath Dunleavy Plaza, a publicly subsidized housing development. Security for this parking area would include guard service from 12 P.M. to 2:30 A.M., seven days per week. At the present time, the Parking Authority has budgeted \$50,000 to provide such security

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services over the seven-month period from July, 1992 through February, 1993, at which time the proposed management agreement will take effect.

5. According to Mr. Hagerty, in conformance with the current agreement between the City and the operator of the St. Mary's Square garage, the City is receiving 64.28 percent of gross parking revenues excluding the parking tax, and the operator is receiving the remaining 35.72 percent. Under the proposed new management agreement with Five Star Parking, the City will receive 70.82 percent of gross parking revenues and Five Star Parking will receive a management fee of 29.18 percent. The Gross Parking Revenues for the St. Mary's Square garage in 1991-92 were approximately \$2,632,000. Under the existing lease, the City's 64.28 percent of \$2,632,000 is approximately \$1,692,000. Under the proposed management agreement the City's 70.82 percent of \$2,632,000 is approximately \$1,864,000 or an additional \$172,000 in revenue, based on the gross parking revenues for 1991-92.

6. Five Star Parking will provide the security services and maintenance of the 16th and Hoff Streets parking facility from their 29.18 percent share of the gross parking revenues. The City will not incur any costs for these services.

**Recommendation:** Approve the proposed resolution.



Item 5 - File 61-93-1

**Departments:** Public Utilities Commission (PUC)  
San Francisco Water Department

**Item:** Resolution granting an extension of time for awarding San Francisco Water Department Contract No. WD-2130, Ventilation of Adit Structures

**Description:** An adit structure is a system of several horizontal pipes that are attached to a large verticle pipe for releasing water from a reservoir to water customers. Each of the horizontal arms has a valve that can be opened to permit water to enter the verticle pipe for release. Maintenance workers enter the pipes to service valves and instruments inside the pipes. In order to meet OSHA requirements, the Water Department must add permanent, forced air ventilation systems to the adit structures to provide fresh air to the maintenance workers.

On October 1, 1992 the San Francisco Water Department received bids and selected the lowest bidder, Echo West, Inc./Liberty, A Joint Venture to provide the forced air ventilation systems to three adit structures. In their subsequent review of the bids, the PUC determined that the lowest bidder, Echo West, Inc./Liberty, A Joint Venture, did not meet the bid specifications requirement that the prime contractor (the bidder) perform a minimum of 20 percent of the construction work. Therefore, the PUC did not award the contract to Echo West, Inc./Liberty, A Joint Venture and instead awarded the contract to Eslinger and Son Construction Company, Inc., the next lowest bidder that did comply with all bid specifications requirements. Eslinger and Son Construction Company, Inc. is not a MBE or a WBE.

The PUC reports that the process of reassessing the originally selected low bidder, and in finally selecting the lowest, "responsive" bidder, delayed the actual awarding of the contract beyond the 60 day limit established by the San Francisco Administrative Code Section 6.1, or November 30, 1993. The proposed resolution would grant an extension beyond the November 30, 1993 deadline for awarding the contract for providing forced air ventilation systems to three adit structures. The proposed resolution does not state a specific period for the extension of time.

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**Comment:**

1. San Francisco Administrative Code Section 6.1 requires that award of a contract be made not later than 60 days after receipt of bids unless the time for letting such a contract is extended by resolution of the Board of Supervisors.

2. The PUC reports that the lowest bid from Echo West, Inc./Liberty, A Joint Venture was \$93,942. The second lowest bid that was finally selected as the lowest responsive bid was \$97,133 from the firm of Eslinger and Son Construction Company, Inc. The PUC engineer's estimate for this construction project was \$76,398. Funding for the construction project is included in the Water Department's 1992-93 budget.

**Recommendation:** Approve the proposed resolution.

Item 6 - File 61-93-2

**Departments:** Public Utilities Commission (PUC)  
San Francisco Water Department

**Item:** Resolution granting an extension of time for awarding San Francisco Water Department Contract No. WD-2137, Hoisting Equipment at Various Pump Stations

**Description:** Hoisting equipment consisting of overhead cranes is required at several Water Department pump stations in order to move pumps and equipment from inside the pump stations to the outside and onto trucks.

On October 1, 1992 the San Francisco Water Department received bids and selected the lowest bidder, Echo West, Inc./Liberty, A Joint Venture to construct hoisting crane systems at various Water Department pumping stations. However, the second lowest bidder challenged the selection of Echo West, Inc./Liberty, A Joint Venture because the lowest bidder did not meet the bid specifications which require that the prime contractor (the lowest bidder) perform a minimum of 20 percent of the construction work and not subcontract more than 80 percent to other subcontractors. The PUC determined that the challenge was valid. Therefore, the PUC did not award the contract to Echo West, Inc./Liberty, A Joint Venture and instead awarded the contract to San Luis Construction, a MBE firm, the next lowest bidder which did comply with all bid specifications requirements.

The PUC reports that the process of reassessing the originally selected low bidder, and in finally selecting the lowest, "responsive" bidder, delayed the actual awarding of the contract beyond the 60 day limit established by the San Francisco Administrative Code Section 6.1, or November 30, 1993. The proposed resolution would grant an extension beyond the November 30, 1993 deadline for awarding the contract for constructing hoisting crane systems at various Water Department pumping stations. The proposed resolution does not state a specific period for the extension of time.

**Comments:** 1. San Francisco Administrative Code Section 6.1 requires that award of a contract be made not later than 60 days after receipt of bids unless the time for letting such a contract is extended by resolution of the Board of Supervisors.

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2. The PUC reports that the lowest bid from Echo West, Inc./Liberty, A Joint Venture was \$202,900. The second lowest bid that was finally selected as the lowest responsive bid was \$305,000 from the firm of San Luis Construction. The PUC engineer's estimate for this construction project was \$313,230. Funding for the construction project is included in the Water Department's 1992-93 budget.

**Recommendation:** Approve the proposed resolution.

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Item 8 - File 172-93-4

**Department:** Department of Public Health (DPH)  
Community Mental Health

**Item:** Resolution authorizing the Department of Public Health to enter into a contract with the State Department of Health Services to implement a pilot Medicaid/Mental Health Delivery System.

**Description:** In 1990, the Department of Public Health developed a project known as the Family Mosaic Project (Project) to serve children and youth who have severe emotional disturbances and who are at risk of, or already in out-of-home placement. The services provided are all Medi-Cal mental health services, as well as an array of non-traditional services, which are designed to allow the child to remain in or return to the home or community. The Project is a joint effort by the Department of Public Health, Community Mental Health, Department of Social Services, the San Francisco Unified School District and the Juvenile Probation Department.

This Project is currently funded through (1) a grant from the Robert Wood Johnson Foundation, (2) a grant from the State Department of Mental Health, (3) from Medi-Cal fee-for-service reimbursement through the State Department of Health Services, (4) and City General Fund monies, budgeted in the Department of Public Health, Community Mental Health, the Department of Social Services, the San Francisco Unified School District and the Juvenile Probation Department.

During FY 1992-93, the Medi-Cal fee-for-service revenues, whereby private and non-profit care providers bill the State directly for the cost of services that have been provided, are estimated at \$1,520,000 for the Project. Approximately \$760,000 of the \$1,520,000 is Federal funds, based upon approximately 170 enrollees. Currently, there are 110 enrollees in the Project.

Under the proposed contract with the State Department of Health Services, the Medi-Cal reimbursement would be changed from the current fee-for-service basis to a negotiated, "capitated payment" for each beneficiary that enrolls in the program basis. The proposed contract would authorize the receipt of an estimated \$2.8 million in Federal and State funding under the "capitated payment" formula for a nine month period from April, 1993 through January, 1994, based upon 170 enrollees, which is the amount of enrollees for the

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current fiscal year. The actual reimbursement received would be dependent upon the number of enrollees in the Program. However, because the amount of State and Federal funds received is dependent upon the number of clients receiving services throughout the year, the exact total Project funds cannot be determined at this time, but can only be estimated at \$2.8 million.

A summary of the terms of the proposed contract are as follows:

<b>Term of Contract:</b>	April 1, 1993 through January 31, 1994.
<b>Capitated Rate Paid:</b>	\$1,849 per enrollee, per month. Includes \$600 of State Department of Mental Health funds that require a \$600 General Fund match.
<b>Number of Enrollees:</b>	Up to 500, who are Medi-Cal eligible.
<b>Estimated City Revenue:</b>	Approximately \$2.8 million is expected, assuming 170 enrollees.
<b>Services Provided:</b>	Acute hospitalization, Day services, Out-Patient services, Family Therapy
<b>Enrollment Criteria:</b>	Must be a resident of San Francisco, between the ages of 3 and 16, have a serious emotional disturbance with significant impairment in daily functioning, at risk of or already departed from family to out-of-home placement.

**Comments:**

1. Under the proposed contract, Family Mosaic would either directly provide services, or subcontract for services.
2. Under the proposed contract, the initial "capitated payment" was calculated based on Statewide Medi-Cal fees and expenses. The DPH reports that in future years, the rate will be developed based solely on expenses incurred by the City. The DPH reports that if the negotiated "capitated payment" is inadequate, San Francisco has the option of

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discontinuing the program or provide the care through other existing City programs. If the actual cost of services is less than the negotiated "capitated payment" per beneficiary, the DPH can retain the additional funds (profit).

3. According to Ms. Rachel Buerkle, Contract Manager at the Family Mosaic Project, the benefit of the proposed contract is that the DPH expects to realize savings by reducing hospital and residential care costs below the "capitated payment" thus resulting in a profit to the City. Therefore, Ms. Buerkle reports that these expected savings can be retained by the DPH and be redirected to other services such as home and community-based care. Realizing such savings results in more flexibility by providing comprehensive services, rather than under the current reimbursement system whereby providers can only receive payment for the specific services provided. However, there are no guaranteed savings under the proposed contract, and the proposed contract may in fact result in an additional cost to the General Fund that cannot be specified at this time.

5. Mr. Pablo Bravo of the Family Mosaic Project indicates that the total amount of funds requested by various departments for the Family Mosaic Project during FY 1993-94 would be \$1,001,260, to be included in the Department of Public Health, Community Mental Health, Department of Social Services, Juvenile Probation Department and the San Francisco Unified School District budgets. Mr. Bravo estimates that the level of General Fund contribution would not increase over the current fiscal year's requirement. In addition, it is difficult to estimate whether there would be an additional General Fund impact given that services would be funded under a "capitated payment" system, rather than the current-fee-for service basis.

6. Ms. Buerkle states that because the State will be reimbursing the City based on a "capitated payment" reflecting the cost to provide services for each client, it is not anticipated that any additional costs would be incurred by the City under the proposed contract. However, as noted above, if the actual costs of providing services is greater than the "capitated payment" rate, the DPH must pay for the additional cost of providing the services. And conversely, if the actual costs of providing services is less than the "capitated payment" the DPH may retain the additional funds (profit).

7. Ms. Buerkle notes that the change in the funding mechanism from the current fee-for-service basis to a "capitated payment" basis is not mandated by the State, but rather the DPH is requesting authorization from the Board of

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Supervisors in order to realize potential savings and increase the flexibility of providing services. However, because there are no guaranteed savings under the proposed contract, and because the proposed contract may in fact result in an additional cost to the General Fund that cannot be specified at this time, approval of the proposed resolution is a policy matter for the Board of Supervisors.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 9 - File 172-93-5

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing the Department of Public Health (DPH) to execute an indemnification agreement with the San Francisco Community College District for the purpose of using the Alemany Facility for a wellness clinic.

**Description:** The DPH has negotiated an operating agreement between the DPH and the San Francisco Community College District (SFCCD) for the operation by Community Mental Health Services of the DPH's Wellness Clinic at the Alemany Campus of the SFCCD. The Wellness Clinic is a joint partnership between the DPH and the City College of San Francisco, funded by an additional (as opposed to a baseline) allotment of the Children's Fund. The DPH will staff a children's Wellness Clinic at the Alemany Campus in the Tenderloin district of San Francisco.

Under the agreement, the SFCCD is donating the use of the Alemany Campus facilities for the operation of this clinic and the DPH agrees to indemnify and hold SFCCD harmless from liability arising out of the DPH's use of the District's facilities.

The DPH reports that although the Wellness Clinic is located in a university setting, it is intended to be used by the Tenderloin community to integrate mental health programs into an academic setting. Additionally, the DPH notes that the Clinic will target children under 10 years of age living in the Tenderloin community. The Clinic will operate a part-time program for eight hours each week.

- Comments:**
1. Ms. Paula Jesson of the City Attorney's Office reports that the City Attorney's Office has reviewed and approved the proposed indemnification agreement between the DPH and the S.F. Community College District.
  2. The indemnification agreement states that the SFCCD would be held harmless for "any and all losses, injury, liability and claims for injury to persons or damage to property arising out of the use of the District's facilities for the Wellness Clinic."
  3. Under the indemnification agreement, the specific responsibilities of the SFCCD shall be to a) provide space for a Wellness Clinic at the Alemany Campus, upon receiving indemnification from the Board of Supervisors, and b) publicize the Wellness Clinic to students at the Alemany Campus.

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4. Under the indemnification agreement, the specific responsibilities of the DPH shall be to staff the Wellness Clinic with a team of health and mental health professionals for eight hours per week and provide the following services to the Tenderloin community :

- Well child check-up
- Physical examination
- Treatment for minor illness
- Immunization
- Tuberculin/skin test
- Referral for lead screening
- Mental health counseling
- Health evaluation
- Parenting education

The DPH reports that \$79,079 in Clinic personnel costs for 1.45 FTE positions, plus operating costs are included in the DPH's 1992-93 budget.

**Recommendation:** Approval of the proposed resolution to authorize the DPH to enter into an indemnification agreement with the San Francisco Community College District is a policy matter for the Board of Supervisors.



Item 10 File 172-93-6

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the Department of Social Services to enter into a contract between the City and San Francisco Child Abuse Council, Inc.

**Contract Amount:** \$50,000

**Source of Funds:** Children's Trust Fund (Birth Certificate Fees - \$4.00 from each \$12.00 Birth Certificate Fee is credited to this fund)

**Contract Period:** March 1, 1993 to February 28, 1994

**Description:** The proposed resolution would authorize the City to enter into a contract with the San Francisco Child Abuse Council, Inc., a non-profit organization. Under the proposed contract, the San Francisco Child Abuse Council would provide child abuse and neglect prevention services through public awareness and educational services to professional and community organizations. Specific contract services would include (1) a forum for inter-agency cooperation on prevention, detection, treatment and legal processing of child abuse cases, (2) a public awareness campaign on child abuse and neglect, which would include public service announcements on television and radio, informational posters, brochures, and educational billboards, (3) facilitating training of professionals in the detection, treatment and prevention of child abuse and neglect, (4) presentations at three child abuse conferences on issues relating to child abuse, (5) coordinating six training sessions on issues of child abuse and neglect for Juvenile Court Judges and Court personnel and (6) serving as an advocate to improve program services to families and children who are victims of abuse.

Under the proposed contract, the DSS would pay the San Francisco Child Abuse Council for a portion of their total annual operating costs of \$195,800, based on a line item budget, as detailed below:

<u>Personnel</u>		
Salaries	\$32,500	
Fringe Benefits	<u>5,050</u>	
Subtotal		\$37,550

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Operating Expenses

Office Expenses	\$600	
Telephone	900	
Mileage	600	
Insurance	325	
Bookkeeping Audit	940	
Equipment Purchase/Rental	600	
Booklets, Printing & Publicity	<u>8,485</u>	
Subtotal		<u>\$12,450</u>
Total		<u>\$50,000</u>

The balance of the annual budget of the San Francisco Child Abuse Council of \$145,800 (\$195,800 less \$50,000) is funded entirely from non-City resources of the San Francisco Child Abuse Council.

**Comment:**

1. The DSS reports that, as of February 24, 1993 the total balance in the Children's Trust Fund is \$169,534.
2. The DSS advises that the proposed contract amount of \$50,000, is the same as the amount contracted for in 1992-93.
3. As noted above, the proposed contract would commence March 1, 1993. Therefore, the proposed resolution should be amended to authorize the DSS to enter into this contract agreement retroactively.

**Recommendation:**

Amend the proposed resolution to authorize the DSS to enter into the proposed contract with San Francisco Child Abuse Council, Inc. retroactively and approve the resolution as amended.

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Item 11 File 172-93-7

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the Department of Social Services to enter into a contract between the City and the Family Service Agency of San Francisco.

**Contract Amount:** \$124,994

<b>Source of Funds:</b>	Children's Trust Fund*	\$100,000
	General Fund (included in DSS's 1992-93 budget)	<u>24,994</u>
		\$124,994

\* \$4.00 from each \$12.00 Birth Certificate Fee is deposited to this Fund.

**Contract Period:** March 1, 1993 to February 28, 1994

**Description:** The proposed legislation would authorize the continuation of a contract between the City and the Family Service Agency of San Francisco, a non-profit organization. Under the proposed contract, the Family Service Agency would provide comprehensive parenting skills training to parents who reside in San Francisco, who are not currently active with the child welfare system but who are at risk for having their children placed outside of the home due to abuse and/or neglect. Two categories of services would be provided: (1) out-of-home parent education groups and (2) individualized in-home services. The overall program focus would be aimed towards parents who are experiencing difficulties in parenting and who have infants and children up to five years of age.

Under the proposed contract, DSS would pay the Family Service Agency of San Francisco for a portion of their total annual operating costs of \$7,309,952 based on a line item budget, as detailed below:

<u>Personnel</u>		
Salaries (0.86 FTE)	\$39,629	
Fringe Benefits	<u>7,034</u>	
Subtotal		\$46,663

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Operating Expenses

Rent	\$1,200	
Office Supplies	200	
Photocopying and Printing	200	
Insurance	450	
Subcontract		
Infant Parent Program	44,405	
Consultants	15,320	
Administrative Overhead	16,304	
Other	<u>252</u>	
Subtotal		<u>78,331</u>
Total		\$124,994

The balance of the annual budget of the Family Service Agency of \$7,184,958 (\$7,309,952 less \$124,994) is funded entirely from non-City resources of the Family Service Agency.

**Comments:**

1. The DSS reports that, as of February 24, 1993, the total balance in the Children's Trust Fund is \$169,534.

2 The DSS advises that the proposed contract amount of \$124,994, is the same as the 1992-93 contract amount with the Family Service Agency.

3. The \$44,405 for the Infant Parent Program subcontract is detailed below:

<u>Personnel</u>	<u>FTE</u>	
Program Director	0.10	\$6,574
Sr. Staff Psychologist	0.35	19,828
Staff Psychologist	0.11	4,395
Administrative Assistant	0.12	3,533
Fringe Benefits		<u>9,475</u>
Subtotal	0.68	\$43,805

Operating Expenses

Office Supplies	<u>600</u>
Total	\$44,405

3. As noted above, the proposed contract would commence March 1, 1993. Therefore, the proposed resolution should be amended to authorize the DSS to enter into this contract agreement retroactively.

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**Recommendation:** Amend the proposed resolution to authorize the DSS to enter into the proposed contract with Family Service Agency of San Francisco retroactively and approve the resolution as amended.





Item 12 - File 172-93-8

**Department:** Department of Social Services (DSS)

**Item:** Resolution authorizing the DSS to execute a hold harmless agreement with the State Department of Social Services (SDSS) for the State pass-through of a wage supplement to selected individual providers of In-Home Supportive Services (IHSS) for the period March 1, 1993 through July 31, 1993 for the purpose of assuring cultural, ethnic, and language oriented services through community based organizations.

**Description:** The DSS reports that under State realignment the City is projected to receive approximately \$32.2 million in revenues for IHSS services for 1992-93. The \$32.2 million plus \$1.2 million in General Fund monies for the City's share of IHSS costs would bring the total available for IHSS services for the City to approximately \$33.4 million for 1992-93. IHSS services include domestic care, non-medical personal care and protective supervision services provided for the purpose of delaying or preventing out-of-home placement of the aged, blind or disabled. Such services enable IHSS clients to remain in or return to their homes and thus avoid inappropriate institutionalization.

The DSS advises that the City purchases IHSS services for clients under the following three service models (1) the DSS contracts with National Homecare to provide services to clients who are not capable of hiring and supervising their own providers, (2) clients find and supervise their own individual providers (these providers submit time sheets to the State through the City and the State makes payments directly to the providers), and (3) the DSS contracts with a consortium of non-profit providers to recruit, train, and supervise independent providers who possess special qualifications with respect to language and ethnic cultures. Providers with language and ethnic culture qualifications receive a \$1.00 per hour wage supplement in addition to their basic wage.

Under the first two service models noted above, the State pays 65 percent of the providers wage costs and the City pays 35 percent. Under the third service model the State pays 65 percent of the basic wage costs and the City pays 35 percent of the basic wage costs. Additionally, the City is responsible for the full \$1.00 per hour payment supplemental, which is transferred to the State. The DSS advises that although the City is responsible for the payment of the \$1.00 per hour supplemental, the State has been allowing the City to cover the supplement through savings in total IHSS program funds

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which consists of \$32.2 million in State funding and \$1.2 million in City General Fund funding. Thus, there is currently no increased cost to the City to provide the additional \$1.00 supplemental payment.

The DSS entered into a MOU with the SDSS in June, 1991 to insure that the pass-through of the \$1.00 per hour City-funded supplement to selected individual providers is properly tracked and monitored through the SDSS' Case Management Information and Payroll System (CMIPS). The DSS is now proposing to enter into a modified MOU agreement which extends the agreement period from March 1, 1993 to July 31, 1993 and authorizes \$35,000 for the \$1.00 supplement for the period March 1 1993 through July 31, 1993 or until the monies are expended. The modified MOU, as did the original MOU, contains a hold harmless agreement. This agreement would provide that the SDSS be held harmless by the City from and against any liability, claims, actions, costs, damages or losses for injury, including death, to any person or damages to any property, arising out of the DSS's activities under the MOU or its contract with IHSS. Ms. Virginia Elizondo of the City Attorney's Office advises that this hold harmless agreement does not contain a reference to negligence on the part of SDSS because negligence is not a relevant issue with regard to the SDSS's provision of payroll services. Ms. Elizondo states that the State has required that the City enter into a hold harmless agreement even though negligence is not an issue with respect to the SDSS providing payroll services.

**Comments:**

1. Ms. Elizondo reports that the proposed hold harmless agreement has been reviewed and approved as to form. Ms. Elizondo advises that the proposed hold harmless agreement is identical to the hold harmless provision contained in the original MOU agreement between the City and the SDSS.
2. As noted above, the proposed resolution would be effective on March 1, 1993. As such, the proposed resolution should be amended to authorize the DSS to enter into the hold harmless agreement retroactively.

**Recommendation:** Approval of the proposed resolution to authorize the City of San Francisco to enter into a hold harmless agreement with the State is a policy matter for the Board of Supervisors. If the Board of Supervisors approves the proposed resolution, the proposed legislation should be amended to authorize the DSS to enter into the hold harmless agreement retroactively.

Item 13 File 51-92-4

1. This item transmits three City employees' claims for reimbursement for personal property damaged and/or stolen in the line of duty for the three month period of October, November and December, 1992.

2. Section 10.25-1 of the San Francisco Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. After reviewing the claim submitted, including the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable, the Controller makes a recommendation for reimbursement or denial of the claim.

3. Three City employees submitted claims for reimbursement for the three month period of October, November and December, 1992. After reviewing the three claims submitted, the Controller's Office recommends the approval of all three claims in the total amount of \$817.95. The Controller's listing of the claimants, amounts claimed and recommended by the Controller's Office and the Controller's comments is attached.

Comment

The Controller's Office has certified that funds are available in the General Fund claims and judgments budget for reimbursement of the three claims totaling \$817.95.

Recommendation

Prepare in and report out a resolution authorizing the reimbursement of seven employee claims in the total amount of \$817.95, as recommended by the Controller's Office.

## Employee Claim

File No. 51-92-4

Claimant: Dr. Kanwarjit Singh  
Address: 187 Delmar St.  
City: San Francisco, CA 94117

Class 2275 Post M.D. II  
Department: S.F. General Hospital

<u>Claimed</u>	<u>Department Recommended</u>	<u>Controller Recommended</u>
\$233.00	\$233.00	\$233.00

Incident

Instrument bag containing medical equipment stolen from work site.

<u>Item</u>	<u>Original Amount</u>	<u>Replace Amount</u>
Stethoscope, Dictaphone, Reflex Hammer, bag	233.00	233.00
Total	\$233.00	\$233.00

CONTROLLER RECOMMENDATION: Approve. Loss incurred in line of duty through no fault of employee.



# Employee Claim

File No. 51-92-4

Claimant: Chuck Marion,  
Address: 101 Grove St., Room 323  
City: San Francisco, CA 94102

Class: 2328 Nurse Practitioner  
Department: DPH

<u>Claimed</u>	<u>Department Recommended</u>	<u>Controller Recommended</u>
\$485.00	\$485.00	\$485.00 /

## Incident

Employee had a bag containing medical equipment stolen from his work site at Tom Waddell Clinic.

<u>Item</u>	<u>Original Amount</u>	<u>Replace Amount</u>
Otoscope-ophthalmoscope, Stethoscope, Tuning forks and medical bag	485.00	485.00

CONTROLLER RECOMMENDATION: Approve. Items necessary for performance of employee's duties stolen from work site through no fault of employee.

Employee: C12

# Employee Claim

File No. 51-92-4

Claimant: Maureen Keily  
Address: 1262 21st Avenue #B  
City: San Francisco, California 94122  
Class: 8320 Counselor  
Department: Juv. Court

Claimed

\$99.95

Department  
Recommended

\$99.95

Controller  
Recommended

\$99.95

## Incident

Employee struck during altercation between two detainees breaking glasses.

### Item

Prescription eyeglasses

Original Amount

99.00

Replace Amount

99.95

Total

\$ 99.00

\$99.95

## CONTROLLER RECOMMENDATION:

Allow. Damage occurred during performance of employee duties through no fault of employee.

Employee..C12

Item 14 - 193-93-2

- Department:** Recreation and Park Department  
Department of Public Works (DPW)  
Bureau of Architecture
- Item:** Hearing to consider the City's hiring of Berrios Construction in the remodeling of Candlestick Park.
- Description:** A capital improvement project is underway at Candlestick Park to increase the number of seats for 49ers football games from 66,500 to 70,000 seats. The capital project also includes enlarging exit gates, altering concession stand locations and waterproofing various structures.
- The construction contract for the project was put out to bid by the Department of Public Works. The construction contract was awarded to the low bidder, Berrios Construction for approximately \$3.59 million. According to Mr. Howard Wong of the Department of Public Works (DPW) Bureau of Architecture, construction is anticipated to be completed by the end of March, 1993, prior to the opening of the Giants' season on April 4, 1993.
- Comments:**
1. According to Mr. Win Lwin, Contract Administrator for the Department of Public Works, the bid specifications for the construction contract included a provision that the bidding contractor provide for prevailing wage payments to both its employees, as well as to the employees of its subcontractors.
  2. Ms. Mary Gin Starkweather of the Human Rights Commission (HRC) reports that Berrios Construction is a City-certified MBE firm. In addition, Ms. Starkweather reports that the HRC's goal for subcontracts is 20 percent MBE participation and 2 percent WBE. Ms. Starkweather further reports that these MBE and WBE goals for subcontractors are being exceeded, as Berrios Construction is subcontracting with 37.4 percent MBE participation and 2.1 percent WBE participation on the construction management contract.
  3. According to Mr. John Cribbs, Director of the Department of Public Works (DPW), the DPW actively monitors whether or not contractors pay prevailing wages. Mr. Cribbs reports that the DPW requires certified payroll information to be included with each invoice that the contractor submits to the City. In addition, if there is any suspicion that prevailing wages are not being paid by the contractor, the DPW will request paycheck stubs to verify the amount of wages. Mr.

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Cribbs reports that no invoice or payments have yet been made to the contractor.

4. Mr. Wong reports that because of the allegations that have been made regarding non-payment of prevailing wages by Berrios Construction, the DPW has retained a consultant, Business Development, Inc. (BDI) under an existing master agreement with the City, to actively monitor the payment of prevailing wages as required by the bid specifications. Mr. Wong reports that the terms and conditions for the BDI contract are currently being finalized.

5. According to Mr. Cribbs, the issue is using union contractors versus non-union contractors under the construction contract. However, Mr. Cribbs reports that the City has a legal requirement to allow Berrios Construction to complete the construction services at Candlestick Park. Mr. Cribbs also reports that if an absolute determination was made that Berrios was not paying prevailing wages to its employees and to the employees of its subcontractors, the contractor could be fined \$50 per day per employee that is not receiving prevailing wages. Mr. Cribbs reports that Berrios Construction is completing the work satisfactorily, and although the DPW intends to enforce the terms and conditions of the contract, as of the writing of this report, it has not been demonstrated that prevailing wages are not being paid by Berrios Construction.

Item 16 - File 253-92-2

**Item:** Hearing to consider the action plans of the Workers Compensation Task Force.

**Comments:** 1. Legislation was enacted in September 1991 (File 97-91-38) to establish a permanent Workers Compensation Task Force, consisting of the following City officials or their representatives: the Risk Manager, Mayor's Budget Director, Board of Supervisors Budget Analyst, General Manager of the Retirement System, Director of the Employee Relations Division, General Manager of the Civil Service Commission, and two department heads designated by the Task Force members. The permanent Task Force continued with work which was originally initiated by the Mayor's Office, and which resulted in recommendations for controlling workers compensation costs which were issued in January, 1992.

The subject hearing concerns the status of the work plans and implementation strategies which are being developed by the Task Force to implement strategies designed to reduce workers compensation costs.

2. The Workers Compensation Task Force recommendations of January 6, 1992 included the following:

- The City should develop specific functional and physical requirements, environmental factors, and medical surveillance requirements which can be classified as the "core elements" or "essential functions" for City job classifications and positions (see Comments 3-6).
- The City should develop a "return to work" program as an alternative to disability leave for employees who have been injured on the job, but who are able to perform limited services within their capabilities (see Comment 3).
- The City should develop, issue, and implement policies and procedures for reporting, recording, and investigating occupational injuries and illnesses (see Comments 7-13).
- The City should contract with a Third Party Administrator (TPA) and transfer sufficient workers compensation claims to the TPA to reduce the City's Workers Compensation Division caseloads to 200 cases or less per claims adjuster (see Comments 15-22).



Essential Functions Job Analysis/Modified Work Program

3. An "Essential Functions Subcommittee" of the Task Force was charged with development of a standardized process which the City can use to specify the essential physical and functional requirements of City positions. One purpose of this procedure is to provide physicians with adequate information to determine whether a worker who is injured or ill can return to work. A Return to Work Subcommittee of the Task Force is evaluating the capacity of individual City departments to implement return to work programs, and is in the process of developing specifications for a model return to work program.

In addition to facilitating a return to work program, the definitions of the essential functions of City positions will permit the City to make reasonable accommodations in employment for disabled workers, as mandated by the American with Disabilities Act (ADA); incorporate medical surveillance and hazard assessment requirements in position descriptions, as required by State and Federal occupational safety and health laws; and reduce the City's reliance on outside contractors to provide job analyses on a case by case basis. The Essential Functions Subcommittee reports that return to work programs, reasonable accommodations for disabled workers, and less reliance on outside contractors for job analyses are expected to reduce workers compensation costs.

4. The Essential Functions Subcommittee has undertaken a pilot project to determine the essential functions of one Civil Service classification (7334 Stationary Engineer), and to correlate the care requirements with physical demands required of a worker to satisfactorily perform the job's essential functions. Using this approach, the Subcommittee sought to develop a standardized methodology for determining the essential functions of all Civil Service classifications and City positions.

5. The Essential Functions Subcommittee recommended on February 11, 1993 that a Central Focus Group be established to identify the essential functions of City positions and to train personnel staff in City departments to perform job analyses which specify the "essential functions" of individual jobs, using methodologies developed by the Central Focus Group. The Central Focus Group would begin its evaluation of all City positions by prioritizing these job classifications which are associated with the highest workers compensation costs.

The systematized essential functions information would be used to 1) facilitate a return to work/modified duty program for workers who were injured or became ill for job-related reasons and would otherwise receive workers compensation benefits; and 2) facilitate the "fitness for duty" examinations which are performed by health professionals in certain workers compensation cases.

6. The Essential Functions subcommittee estimates that a Central Focus Group would require the following resources to perform City-wide job analyses:

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
1241 Principal Personnel Analyst	1.0	\$69,526
1242 Personnel Analyst	2.0	96,256
6138 Industrial Hygienist	1.0	68,408
2322 Occupational Health Nurse	1.0	60,265
1426 Senior Clerk Typist	1.0	33,069
1425 Clerk Typist	1.0	24,665
1818 MIS Specialist II	<u>1.0</u>	<u>49,564</u>
Total	8.0	\$401,753

If the City lacks sufficient resources to fully fund the Central Focus Group, the Essential Functions Subcommittee recommends that the current pilot project be expanded in order to perform preliminary training, respond to specific requests for alternative job placements, and analyze the essential functions of a limited number of targeted job classifications. The minimum staff for an expanded pilot project is estimated as follows:

	<u>FTE</u>	<u>Maximum Annual Amount</u>
Project Coordinator	1.00	\$48,128
Personnel Analyst	1.00	48,128
MIS Specialist	.25	12,391
Data Entry Clerk	.25	8,267
Occupational Health Nurse	.25	15,066
Industrial Hygienist	<u>.25</u>	<u>17,102</u>
Total	3.00	\$149,082

Ms. Teresa Serata of the Mayor's Office reports that the expanded pilot project could be staffed primarily by Airport personnel, in which case it would not impose additional costs to the General Fund. She reports that discussions are currently in progress between the Workers Compensation

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Task Force and the Airport concerning this project. However, the expanded pilot project would probably require that a new position be created to staff the Project Coordinator position.

Whether a Central Focus Group or expanded pilot project is undertaken to examine essential functions, the Essential Functions Subcommittee reports that additional funds would be needed for the following operating needs (however, no cost estimates have been provided for these items):

Personal Computer & Printer  
Database Management Software  
Rent/Office Space  
Office Materials/Supplies

#### Prevention/Occupational Safety and Health Enhancements

7. In January, 1992, the Workers Compensation Task Force recommended that the City develop and implement policies for reporting, recording, and investigating occupational injuries and illnesses. In response, the Task Force's Occupational Safety and Health Subcommittee has evaluated the City's compliance with State (CAL-OSHA) health and safety standards; identified existing City structures or policies which impede health and safety in the workplace; and developed a workplan to improve the City's occupational safety and health (OSH) program. By improving the City's OSH program, workplace, illnesses and injuries, and resulting workers compensation costs, could be reduced.

8. The Occupational Health and Safety Subcommittee reports that the individual City departments are responsible to develop and implement their own Occupational Safety and Health program, with technical assistance provided by the Bureau of Toxics, Health, and Safety Services of the Department of Public Health (DPH). Deficiencies in the current system, according to the subcommittee, include the lack of a central health and safety organization to coordinate, develop, and enforce City health and safety policies; a lack of attention to health and safety considerations in constructing or modifying City facilities; lack of training of City employees in health and safety issues; lack of attention to health and safety issues by some City department managers; a lack of proper reporting and investigation of occupational illnesses and injuries in many agencies; and a lack of coordination among City departments, medical providers, and the Workers Compensation Division of the Employees Retirement System regarding workers compensation claims.

**BOARD OF SUPERVISORS**  
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In response to a questionnaire submitted to City department heads by the Occupational Health and Safety Subcommittee, the Subcommittee reports that "almost all departments indicated that they do not have adequate resources to implement and maintain an occupational safety and health program."

9. A number of the City's large departments (DPW, DPH, PUC, Airport, Recreation and Park) have full time occupational safety and health professionals on staff. The OSH Subcommittee asked the City's health and safety professionals to develop recommendations to improve the City's OSH program without significant additional resources.

10. Based on the survey responses by some City departments (only 14 of 52 departments, or 27 percent, responded to the questionnaire), recommendations made by existing health and safety professionals in City departments, input provided by employee organizations, and other data, the Occupational Safety and Health Subcommittee made the following recommendations to enhance the City's occupational health and safety program:

- 1) The City should develop an Occupational Safety and Health Policy statement for the City.
- 2) The Mayor should focus increased attention on occupational health and safety issues in meetings with department heads.
- 3) The Board of Supervisors should regularly review departmental occupational health and safety statistics and programs on a regular basis.
- 4) The Mayor and Board of Supervisors should develop model occupational health and safety programs.
- 5) Departments should budget funds for occupational safety and health programs separately from other expenditures, and allocate a minimum level of spending, based on criteria developed by the City's Risk Manager, for these programs.
- 6) Departments should be held more accountable for proper reporting of occupational health and safety statistics, and should participate in training programs sponsored by DPH to improve adherence to record-keeping and reporting requirements.

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**BUDGET ANALYST**



7) Once an adequate statistical base is established at the departmental level, injury and illness reduction goals should be established for each department, and department managers should report regularly to the Mayor and Board of Supervisors on their progress in reaching these goals.

8) The City should establish an occupational health and safety Technical Advisory Committee and a Joint Labor/Management Committee to provide guidance on occupational health and safety policies, procedures, and priorities.

9) The City should enhance training programs and communication methods to ensure that departments focus meaningful attention on occupational health and safety issues.

10) A committee should be created to ensure that occupational health and safety concerns are addressed during the design of construction projects for City facilities.

11. Under the legislation which established the Workers Compensation Task Force, City departments are required to submit quarterly reports of occupational illnesses and injuries to the Task Force, including incidence rates, the number of lost work days for each incident, the extent of the department's utilization of modified duty assignments, and related information. Ms. Vickie Wells of DPH indicates that reports for the fourth quarter of 1992 were due no later than February 20, 1993, but that, as of February 26, 1993, only seven City departments had provided the required reports. According to Ms. Wells, this low response rate illustrates the low priority which is currently assigned by departments to the reporting of occupational illnesses and injuries. Ms. Wells states that such statistical information will be essential in designing programs to evaluate and intervene in the incidence of work-related injuries and illnesses.

12. The Bureau of Toxics, Health, and Safety Services at DPH has begun a series of training programs for City employees to enhance skills needed to report, monitor, and prevent occupational injuries and illnesses. This training effort is expected to facilitate the Subcommittee's recommendations for increased monitoring and prevention of occupational illnesses and injuries, including development of reliable statistics which can be used to evaluate departments' progress in reducing occupational illnesses and injuries.



Effects of City-Wide Organizational Structure

13. The City Wide Structure Subcommittee has examined the ways in which the City's organizational structure impedes its control over workers compensation costs. Of particular concern were fragmented responsibility, lack of accountability, or the absence of jurisdiction over workers compensation issues. Some of the issues identified by the City Wide Structure Subcommittee, and its recommendations, are as follows:

Fragmented responsibility: workers compensation prevention efforts are defined by the boundaries of departmental authority, and each City department, rather than the City as a whole, acts as an independent employer with regard to illness and injury prevention programs. Over the next 10 months, the Subcommittee will identify the City's health and safety resources and the specific resource needs of individual departments, identify barriers to inter-departmental cooperation, and attempt to match existing resources with identified needs.

According to the City Wide Structure Subcommittee, one example of fragmented authority results from the requirement that the Controller issue checks for workers compensation benefits in response to the Employee Retirement System's instructions. This procedure results in delays which subject the City to financial penalties for late payment. According to the Subcommittee, arrangements are being made for the Employees Retirement System to issue checks directly.

Assault pay and sick pay supplement: These benefits are paid in some workers compensation cases, if, a worker is injured due to an "assault" (as determined by the Civil Service Commission, but which the City has not defined), or if a worker is disabled and disability benefits are less than the amount of the workers' salary, in which case a "sick pay supplement" may be paid by the City, without being deducted from the worker's accrued sick leave credits. The City-wide Structure Subcommittee recommends that these benefits, which are administered in part by the Civil Service Commission, should be re-evaluated to determine their financial impact and to identify possible reforms which could reduce costs.

Automated Claims Data: The Subcommittee reports that the Workers Compensation Division has historically refused to provide claims data to individual City departments, which were therefore frustrated in their efforts to monitor and control workers compensation costs. Beginning July 1, 1993, the Subcommittee reports that the Workers Compensation Division and a Third Party Administrator (see Comment 15 below) will provide more complete information to City departments. By December, 1993, the Subcommittee and the Employees Retirement System expect to have completed a workplan for greater electronic data exchanges between the Retirement System and City departments.

Training: City department heads and managers have not received adequate training in complex workers compensation requirements. The Subcommittee will meet with Civil Service Commission staff to develop a training program for employees, supervisors, and managers in their respective workers compensation responsibilities.

Integration of the Employees Retirement System Workers Compensation Division and the Health Service System: The Subcommittee reports that each of these City departments are responsible to pay employee benefits related to illnesses and injury, the only difference being whether the illness or injury is work-related (paid by workers compensation) or not work related (paid by the Health Service System). Noting the interest which both agencies should have in employee health and safety, and the potential financial benefits of consolidation of these agencies, the Subcommittee recommends that the City should study the feasibility of consolidating these agencies. This concept is also currently being considered by the Joint Task Force to Resolve the City's Fiscal Crisis.

Immediate Objectives of the Workers Compensation Task Force

14. Ms. Serata reports that, given the wide scope of the recommendations made by the Workers Compensation Task Force, further consideration is needed to assign priorities to the recommendations which have been made. Ms. Serata indicates that the City's immediate priorities should be to proceed with the outside consultant serving as the Third Party Administrator for workers compensation claims; to expand efforts to determine the essential functions of City positions and to implement a return to work program; and to enhance departmental record-keeping capabilities, in order to generate reliable work-related illness and injury statistics

to be used to increase departmental accountability for workers compensation costs and to evaluate future cost reduction efforts.

Third Party Administrator for Workers Compensation Claims

15. In January, 1992 the Workers Compensation Task Force recommended that a Third Party Administrator (TPA) be retained, in order to reduce Workers Compensation Division caseloads to no more than 200 claims per adjuster. The Third Party Administrator Subcommittee of the Task Force was created to recommend a TPA for selection by the Retirement Board; to identify systemic problems with workers compensation claims management and to recommend corrective action; and to monitor and evaluate the effectiveness of the TPA.

Some of the problems identified regarding workers compensation claims management include, 1) caseload levels at the Workers Compensation Division of the Retirement System which prevent claims adjusters from managing claims effectively; 2) a lack of sufficient training and technical ability for adjusters to perform their jobs effectively; and 3) poor communication among departments, the Workers Compensation Division, medical providers, and risk management and legal experts, which prevents the City from managing claims effectively.

16. The Employees Retirement System has collected comparative data from other counties and special districts concerning the effectiveness of third party administration of workers compensation claims, and will assign a full-time monitor to coordinate TPA oversight and the audit functions of the Workers Compensation Division. The TPA Subcommittee reports that it will develop performance criteria to measure the effectiveness of the Third Party Administrator, and will provide quarterly reports to the Employees Retirement System and the Workers Compensation Task Force.

17. Mr. Rudy Hernandez of the Employees Retirement System notes that the City's worker compensation costs are expected to be approximately \$42 million in 1993-94. He indicates that, with the addition of a Third Party Administrator, the growth of workers compensation costs is expected to be controlled, as new procedures are put in place to manage claims more effectively, and he expects that workers compensation costs will remain stable at current levels, rather than increasing



on an annual basis. However, Mr. Hernandez states that the amount of the savings which could be realized as a result of the TPA contract cannot be specifically estimated.

In addition, Mr. Hernandez notes that the City will rely on the TPA to determine whether some claims should be settled and closed, at a one time higher payment, rather than continue to be paid in smaller increments. Should the TPA determine that such claims should be paid in a higher one time amount and subsequently closed, Mr. Hernandez states that the City's workers compensation costs could increase slightly before costs savings from other sources are realized.

18. A Request for Proposals (RFP) for the Third Party Administrator was issued in July, 1992. According to the TPA Subcommittee, the services to be performed by the Third Party Administrator will respond to the deficiencies in training and technical skills among adjusters and the lack of communication among responsible parties, as well as reducing caseloads at the Employees Retirement System Workers Compensation Division.

The Retirement System has identified the firm of Noetics of Irvine, California as the preferred consultant, and is currently engaged in contract negotiations. Mr. Hernandez states that a contract is expected to be finalized in time for the TPA to be assigned caseloads beginning in May, 1993.

19. The Employees' Retirement System previously requested that the Board of Supervisors appropriate \$825,000 for this contract in the 1992-93 budget, to fund services of a Third Party Administrator for a five-month period beginning February 1, 1993. Of the \$825,000 which was approved for the TPA contract, \$100,000 was placed on reserve pending a report on the contractor's progress in reducing workers compensation claims. As previously noted, the contract has not yet been executed; therefore, no progress report can be made at this time.

The Budget Analyst notes that, at an estimated contract cost of \$825,000 for a five-month period (as previously requested by the Employees Retirement System and approved in the 1992-93 budget by the Board of Supervisors), the annual cost of the TPA contract would be \$1.98 million.

20. Mr. Hernandez states that the Employees Retirement System requested that the consultants responding to the RFP provide an estimated cost to perform TPA services for two months in May and June, 1993, including start-up costs, and

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that the consultants have estimated these costs at \$530,000. Since the 1992-93 budget included \$825,000 for TPA contract costs for five months, and since actual costs in 1992-93 are currently estimated at \$530,000 for two months, the Employees Retirement System will realize a surplus of \$295,000 over the amount budgeted for the TPA contract in the 1992-93 budget. Ms. Serata indicates that this \$295,000 is expected to be used to pay workers compensation costs which were underbudgeted in 1992-93. Currently, the Employees Retirement System estimates that for the current fiscal year 1992-93, workers compensation costs have been underbudgeted by \$677,550, including \$614,628 for General Fund departments, which will shortly result in a supplemental appropriation request.

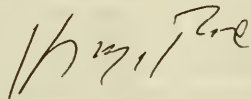
21. Mr. Hernandez reports that the Employees Retirement System will request approximately \$3.5 million for the TPA consultant's services in fiscal year 1993-94 (Ms. Serata estimates the contract costs at \$3 million or less). The Budget Analyst notes that the estimated \$3.5 million cost of the contract in 1993-94 is \$1.52 million or 76.7 percent more than the \$1.98 million estimated annual cost of the contract previously reported to the Board of Supervisors. Mr. Hernandez states that the estimated contract cost of \$825,000 for five months which was requested in the 1992-93 budget was not based on reliable information about the actual cost of the TPA contract, since, at the time of the budget request, the RFP had not been prepared and bids had not been received.

Mr. Ted Lakey of the City Attorney's Office reports that, based on his preliminary review of the circumstances, the proposed contract for third party administration of workers compensation claims will not be subject to review and approval by the Board of Supervisors. The Budget Analyst recommends that the Board of Supervisors request that the Employees Retirement System submit a copy of the contract with the Third Party Administrator during the Board of Supervisors annual review of the Employees Retirement System's 1993-94 budget for professional services, in order to evaluate the estimated hours, hourly rates, and other detailed cost information as well as the other related provisions of this contract, since it is now estimated that the contract will entail a 76.7 percent increase over the amount which was previously estimated based on representations of the Employees Retirement System to the Board of Supervisors during the 1992-93 budget process.



Memo to Government Efficiency & Labor Committee  
March 3, 1993 Government Efficiency & Labor Committee Meeting

22. The Budget Analyst is in the process of conducting a management audit of the Employees Retirement System, which includes a comprehensive review of the administration of the workers compensation program.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Bierman  
President Alioto  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

590.31  
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CALENDAR

REGULAR MEETING OF  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, MARCH 17, 1993 - 10:00 A.M.

CHAMBER, 2ND FLOOR,  
CITY HALL

MEMBERS: SUPERVISORS HALLINAN, KAUFMAN, BIERMAN

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 146-91-52.2. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Family Health Bureau, in the amount of \$5,000, to purchase facsimile machine. (Department of Public Health)
  - (b) File 141-92-2.2. [Release of Funds] Requesting release of reserved funds, Juvenile Probation Department, in the amount of \$55,000, joint venture contractual services (National Council on Crime and Delinquency, and Polaris Research and Development), for the development of a multi-disciplinary assessment instrument, classification system and workload study. (Juvenile Probation Department)
  - (c) File 146-92-39.2. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Bureau of Epidemiology and Disease Control, in the amount of \$5,000, to purchase computer equipment. (Department of Public Health)
  - (d) File 146-92-46.5 [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in the amount of \$75,000, contractor, Multicultural Training and Resource Center to conduct a smoke-free schools project. (Department of Public Health)
  - (e) File 146-92-67.1. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, Division of Tuberculosis Control, to accept and expend a grant of \$1,135,853, which includes indirect costs in the amount of \$120,770 based on twenty percent of salaries, from the Department of Health and Human Services, Centers for Disease Control, for Tuberculosis Control in San Francisco. (Department of Public Health)

- (f) File 146-92-77.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Service, Epidemiology and Disease Control, Sexually Transmitted Disease Control, to accept and expend a grant of \$470,960, which includes indirect costs in the amount of \$43,135, based on twenty percent of salaries, from the Centers for Disease Control and Prevention, for the continued operation of the San Francisco Sexually Transmitted Disease Prevention and Training Center for the resident of San Francisco; companion measure to File 146-92-77. (Department of Public Health)
- (g) File 146-92-80.1. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$17,193,711, from the Health Resources and Services Administration to continue funding the Ryan White Comprehensive Aids Resources Emergency (CARE Title I) Supplemental Disaster Relief Grant Project; waiving indirect costs. (Department of Public Health)
- (h) File 146-93-11. [Grant – Federal Funds] Resolution authorizing the Department of Public Health, Homeless Program, to accept and expend as sub-grantee an augmentation to a grant of \$598,867, from the San Francisco Community Clinic Consortium of Federal Public Health Services funds for primary health care and substance abuse services including a required match of thirty-three percent of the total project or \$299,434; waiving indirect costs, and providing for ratification of action previously taken. (Department of Public Health)
- (i) File 94-93-1. [Grant – State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$96,000 of State Transit Assistance (STA) Paratransit Capital funds to acquire at least four ramped vehicles, excluding indirect costs. (Public Utilities Commission)
- (j) File 138-93-1. [State Funds] Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$448,712 made available through the California Department of Insurance for a project entitled, "The Investigation and Prosecution of Automobile Insurance Fraud" for the period of January 1, 1990 through June 30, 1993. (Supervisor Alioto)
- (k) File 138-93-2. [State Funds] Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$188,188.76 made available through the California Department of Insurance for a project entitled, "The Investigation and Prosecution of Workers Compensation Fraud" for the period of May 1, 1992 through June 30, 1993. (Supervisor Alioto)
- (l) File 147-93-2. [Grant – State Funds] Resolution authorizing the City Librarian to apply, accept and expend funds retroactively, not to exceed \$45,545 available through the California Library Service Board matching funds for Student Matching and Student Support Service Program, which includes indirect costs in the amount of \$2,278 or five percent of the total grant. (Public Library)
- (m) File 147-93-3. [Grant – Federal Funds] Resolution authorizing the City Librarian to apply for funds not to exceed \$28,445 available through the United States Department of Education for a Project Read Student Support Service Program, which includes indirect costs in the amount of \$1,355 or five percent of the total grant. (Public Library)

- (n) File 147-93-4. [Grant – Federal Funds] Resolution authorizing the City Librarian to apply for funds not to exceed \$34,965 available through the United States Department of Education for a Project Read Outreach Project, which includes indirect costs in the amount of \$1,665 or five percent of the total grant. (Public Library)
- (o) File 147-93-5. [Grant – Federal Funds] Resolution authorizing the City Librarian to apply for funds not to exceed \$34,997 available through the United States Department of Education for a Project Read Student Support Services Program, which includes indirect costs in the amount of \$1,667 or five percent of the total grant. (Public Library)
- (p) File 147-93-6. [Grant – Federal Funds] Resolution authorizing the Public Library to apply for \$35,000 in grant funds from the United States Department of Education Library Services and Construction Act (LSCA) for the purchase of foreign language materials for the Fiscal Year 1993/94; with indirect costs not included in this budget. (Public Library)
- (q) File 148-93-2. [Grant – Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$147,200 for the planting of trees using small local businesses as contractors; waiving indirect costs; placing \$147,200 on reserve. (Department of Public Works)

ACTION:

#### REGULAR CALENDAR

- 2. File 65-93-2. [Approval of Lease of Property] Ordinance approving lease with Crowley Marine Services Inc. for occupancy of Pier 54 controlled by the San Francisco Port Commission. (Port) FISCAL IMPACT  
(Continued from 2/17)

ACTION:

- 3. File 97-93-11. [Employee Health Coverage] Ordinance amending Administrative Code by amending Section 16.157, approving Health Service System plans and rates of contribution as adopted by the Health Service Board. (Health Service System)

ACTION:

- 4. File 30-92-4.1. [AB 75 Capital Outlay Plan] Resolution authorizing amendment to the AB 75 Capital Outlay Plan for the City and County of San Francisco, as adopted by Resolution No. 125-91 to revise one previously approved San Francisco General Hospital Project Budget, to add three San Francisco General Hospital Projects and to authorize expenditure of \$281,602 of interest earned on Hospital AB 75 Capital Outlay funds for capital improvement projects at San Francisco General Hospital. (Department of Public Health)

ACTION:

- 5. File 27-93-4. [Airport – Service Contract] Resolution approving the "agreement for Operator-Assisted Long Distance Service from Public Pay Telephone" between AT&T and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

6. File 61-93-3. [Contract Award Extension] Resolution granting extension of time to award Municipal Railway Contract No. MR-1150, Muni Metro Turnaround Facility. (Public Utilities Commission)

ACTION:

7. File 64-93-4. [Lease of Real Property] Resolution authorizing a month to month lease of real property at Fox Plaza (1390 Market Street, 10th Floor) for the City Attorney. (Real Estate Department)

ACTION:

8. File 106-93-1. [Staff Report and Salary and Wage Survey Booklet] Civil Service Commission Staff Report Salary Standardization, Fiscal Year 1993-94, adopted by the Commission on January 4, 1993 and the Salary and Wage Survey Preliminary Booklet Dated January 4, 1993, with proposed benchmark of compensation adjustments approved by the Civil Service Commission for classifications subject to the provisions of Charter Sections 8.400, 8.401 and 8.407. (Civil Service Commission)

ACTION:

9. File 166-93-2. [Lawsuit] Resolution authorizing Tax Collector attorney to institute legal proceedings for the recovery of value of services in the amount of \$15,953.85 rendered at hospital facilities operated by the San Francisco Department of Public Health. (Tax Collector)

ACTION:

10. File 172-93-10. [Muni Metro Turnaround Facility] Resolution approving Amendment No. 8 to professional services agreement with Bechtel Corporation for construction management and engineering support services in an amount not to exceed \$20,584,970 through May 1, 1996. (Public Utilities Commission)

ACTION:

11. File 53-93-1. Hearing to consider the history and progress of the Clean Water Program. (Supervisors Alioto, Kennedy)

ACTION:

12. File 200-93-2. Hearing to consider the housing code enforcement procedures of the Bureau of Building Inspectors and the role of the Department of Social Services in referring low income persons to potentially sub-standard housing. (Supervisor Kaufman)

ACTION:

#### CLOSED SESSION

13. File 45-93-10. [Settlement of Litigation] Ordinance authorizing settlement of litigation of William Vincent Block against the City and County of San Francisco, by payment of \$17,114.59. (City Attorney)

ACTION:



14. File 45-93-11. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Lauri Baptie against the City and County of San Francisco, by payment of \$500,000. (City Attorney)

ACTION:

15. File 45-93-12. [Settlement of Litigation] Ordinance authorizing settlement of litigation of William Besk, et al., against the City and County of San Francisco, et al, according to the terms and conditions of the stipulation of dismissal. (City Attorney)

ACTION:

16. File 46-93-4. [Settlement of Lawsuit] Ordinance authorizing settlement of Toni Graeven, et al., v. Ford Motor Co., Inc., et al., upon receipt of \$1,000 as well as compromise and release and release of lien. (City Attorney)

ACTION:

17. File 46-93-5. [Settlement of Lawsuit] Ordinance authorizing settlement of Percy George v. Joseph A. Maguire, Jr., et al., upon receipt of the compromise and release and release of lien. (City Attorney)

ACTION:

18. File 48-93-7. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Hartford Insurance (insured George Sakaguchi) by payment of \$8,609.49. (City Attorney)

ACTION:

19. File 48-93-8. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of CSAA Insurance (insured Fay Kwok) by payment of \$8,471.92. (City Attorney)

ACTION:

GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
ROOM 235, CITY HALL  
SAN FRANCISCO, CA. 94102

Public Hearing Notice



## BOARD OF SUPERVISORS

## BUDGET ANALYST

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March 15, 1993

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SAN FRANCISCO  
PUBLIC LIBRARY**TO:** Government Efficiency and Labor Committee**FROM:** Budget Analyst**SUBJECT:** March 17, 1993 Government Efficiency and Labor Committee MeetingItem 1a - File 146-91-52.2**Department:** Department of Public Health (DPH)  
Community Public Health, Family Health Bureau**Item:** Release of reserved funds for the purchase of a facsimile machine.**Amount:** \$5,000

**Description:** In July of 1991, the Board of Supervisors authorized the DPH to accept and expend a continuation grant of \$1,334,558 from the State Department of Health Services, Women, Infants and Children (WIC) Program (File 146-91-52.1). The \$1,334,558 grant budget included \$5,000 for the purchase of computer equipment. Because the DPH had not received Electronic Information Processing Steering Committee (EIPSC) approval for the purchase of the computer equipment, the Board of Supervisors placed the \$5,000 amount on reserve, pending EIPSC approval.

The DPH advises that the purchase of a facsimile machine now has a higher priority than the purchase of personal computer equipment. Therefore, DPH requests the release of reserved funds in order to purchase a facsimile machine.

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

**Comment:** The DPH advises that the State Department of Public Health, the grantor, has authorized the DPH to expend the \$5,000 on the purchase of a facsimile machine instead of personal computer equipment.

**Recommendation:** Approve the release of reserve in the amount of \$5,000.

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1b - File 141-92-2.2

**Department:** Juvenile Probation Department

**Item:** Release of reserved funds for contract services for the development of a multi-disciplinary assessment instrument, classification system and workload study

**Amount:** \$55,000

**Description:** In September of 1992, the Board of Supervisors approved legislation (File 141-92-2.1) authorizing the Juvenile Probation Department to accept and expend grant monies, in the amount of \$55,000, from the San Francisco Foundation and the Kaiser Family Foundation for the development of a multi-disciplinary assessment instrument, classification system and workload study. The \$55,000 grant funds are to be used to pay for contract services to develop and implement new multi-disciplinary assessment and case management procedures for high risk juvenile offenders. The Board of Supervisors placed the entire grant amount of \$55,000 on reserve, pending the selection of a contractor, the provision of contract budget details and the MBE/WBE status of the contractor.

The Juvenile Probation Department selected the National Council On Crime & Delinquency, a non-profit organization, through a Request For Proposal (RFP) process. The National Council On Crime & Delinquency's proposed contract budget is as follows:

<u>Personnel</u>	<u>FTE</u>	
Project Director	0.11	\$7,547
Senior Analyst	0.14	6,688
Programmer	0.06	2,380
Research Associate	0.02	625
Administrative	0.06	1,840
Word Processor	<u>0.02</u>	<u>585</u>
Subtotal Salaries	0.41	\$19,665
Fringe Benefits @ 36%		<u>7,079</u>
Subtotal-Personnel		\$26,744

BOARD OF SUPERVISORS  
BUDGET ANALYST



Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

**Operating Costs**

Supplies	\$750
Telephone	750
Reproduction	600
Consultant Services	6,600
Postage	375
Rent	2,360
Travel	3,111
Equipment	873
Administrative Overhead Costs	<u>12,837</u>
Subtotal-Operating Costs	<u>\$28,256</u>
Total Contractual Services	\$55,000

**Recommendation:** Approve the release of reserve in the amount of \$55,000 as requested.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1c - File 146-92-39.2

**Department:** Department of Public Health (DPH)  
Bureau of Epidemiology and Disease Control

**Item:** Release of reserve to purchase computer equipment

**Amount:** \$5,000

**Description:** The Board of Supervisors previously approved a Resolution (File-146-92-39.1) authorizing the DPH, Bureau of Epidemiology and Disease Control, to accept and expend an augmentation grant of \$42,402 from the State Department of Health Services for immunization services. Of the \$42,402 total grant amount, the Board of Supervisors placed \$5,000, allocated for computer equipment on reserve pending approval of the Electronic Information Processing Steering Committee (EIPSC).

The DPH reports that the computer equipment included in the grant budget would be used by a Registered Nurse for data entry, correspondence, and other activities related to the activities of the Saturday and evening clinics.

EIPSC has now approved the purchase of one personal computer with software by DPH in the amount of \$5,000.

**Recommendation:** Approve the release of reserve in the amount of \$5,000 as requested.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1d - File 146-92-46.5

**Department:** Department of Public Health (DPH)  
Community Public Health (CPH)  
Bureau of Health Promotion and Education

**Item:** Release of reserved funds for contract services to conduct a smoke-free schools project.

**Amount:** \$75,000

**Description:** In July 1992, the Board of Supervisors approved legislation authorizing the DPH to accept and expend a State grant allocation of \$2,127,666 for a Tobacco Control Plan (File 146-92-46). Of the \$2,127,666 total grant amount, \$863,831 was placed on reserve for contractual services for a variety of programs, one of which was the smoke-free schools project, pending the identification of contractors, the MBE/WBE status of the contractors, and finalized contract cost details.

Through a Request For Proposal (RFP) process, the DPH has selected the Multicultural Training and Resource Center (MTRC), a non-profit organization, to conduct a smoke-free schools project for the amount of \$75,000. The project will institutionalize tobacco use prevention curriculum and develop and implement a smoke-free policy in all areas of 12 non-public schools (public schools receive separate funds under Proposition 99). MTRC's contract budget is as follows:

<u>Personnel</u>	<u>FTE</u>	
Executive Director	.05	\$2,418
Project Director	.10	3,120
Training Coordinator	.80	21,632
Trainer/Technician	.30	9,360
Office Manager	.20	4,992
Graphic Artist	.05	1,456
Accountant	<u>.05</u>	<u>1,618</u>
Subtotal Personnel	1.55	\$44,596
Fringe Benefits @ 21.8% of personnel costs		<u>9,722</u>
Total Personnel		\$54,318

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**Operating Expenses**

Rent	\$6,305
Utilities	540
Office Supplies	385
Reproduction	3,550
Insurance	363
Travel	600
Equipment	639
Youth incentive*	500
Teacher Coordinator Stipend**	1,800
School Participation Stipends***	<u>6,000</u>
Subtotal Operating Expenses	<u>\$20,682</u>
<b>TOTAL BUDGET</b>	<b>\$75,000</b>

\*Youth incentive refers to a participation incentive (prize value of \$500) to be awarded to a school for best classroom participation.

\*\*Teacher Coordinator Stipend provides \$50 stipends to the three volunteer teacher coordinators at each of the 12 schools for attending a one-day training session.

\*\*\*School Participation Stipends allow for the 12 participating schools to each receive \$500 for the purchase of additional instructional materials for the smoke-free project.

**Recommendation:** Approve the release of reserve in the amount of \$75,000 as requested.

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Item 1e - File 146-92-67.1

**Department:** Department of Public Health (DPH),  
Bureau of Epidemiology and Disease

**Item:** Resolution authorizing the Department of Public Health to accept and expend a grant of \$1,135,853, which includes indirect costs in the amount of \$120,770, from the Department of Health and Human Services, for Tuberculosis control in San Francisco.

**Grant Amount:** \$1,135,853

**Grant Period:** February 1, 1993 to January 31, 1994

**Source of Funds:** U. S. Department of Health and Human Services (DHHS)  
Centers for Disease Control (CDC)

**Project:** Tuberculosis Prevention and Control/Elimination - HIV-Related TB Prevention Program

**Description:** The Board of Supervisors previously authorized the DPH to apply for the proposed grant in the amount of \$2,453,034 (File 146-92-67). The DPH advises that in the interim, the Federal grantor has advised that the City will be awarded a grant amount of \$1,135,853 or \$1,317,181 less than the \$2,453,034 originally applied for.

The DPH advises that the proposed grant would be the eleventh year of an on-going grant for the Tuberculosis Prevention and Control/Elimination program component and the fifth year of an on-going grant for the HIV-Related TB Prevention program component. The proposed grant funds would be used to continue to fund diagnostic treatment, surveillance, screening, case finding, registry and medical consultation for program clients. The goals of the program are: (1) to assure adequate treatment for those who are currently in therapy, (2) to identify and treat infection in substance abuse clinics where HIV infection increases risk and (3) to assist in the reduction and elimination of tuberculosis through outreach.

**Budget:**

**Tuberculosis Prevention and Control/Elimination**

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>	
Register Nurse	1.00	\$52,416	
Sr. Disease Control Investigator	2.00	94,820	
Diseases Control Investigator	2.00	76,804	
Health Worker I	3.00	91,728	
Clerk Typist	2.00	63,232	
Management Information System I	<u>1.00</u>	<u>44,827</u>	
Subtotal Salaries	11.00		\$423,827
Fringe Benefits			<u>122,338</u>
Subtotal Personnel			\$546,165

**Operating Expenses**

Travel:			
In-State Travel		\$5,400	
Staff Mileage/Bus Tokens		1,500	
Out-of-State (CDC conferences)		5,000	
Office Supplies		3,000	
Miscellaneous		<u>3,000</u>	
Subtotal			17,900

**Indirect Costs (20 % Salaries)** 84,765

**Total - Tuberculosis Prevention and Control Elimination** \$648,830

**HIV-Related TB Prevention**

<u>Personnel</u>	<u>FTE</u>		
Principal Disease Control Investigator	1.00	\$51,350	
Health Worker III	3.00	86,671	
Sr. Clerk Typist	1.00	30,706	
Secretary II	<u>0.50</u>	<u>18,668</u>	
Subtotal Salaries	5.50		187,395
Fringe Benefits			<u>49,404</u>
Subtotal Personnel			\$236,799

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Operating Expenses

Travel	\$7,000	
Office Supplies	2,375	
Medical Supplies	5,500	
Pharmaceutical	4,200	
Computer Supplies	2,500	
Rent	3,600	
Miscellaneous	<u>2,000</u>	
Subtotal.		27,175

Contractual

Nurse (2.00 FTE)	\$133,120	
Register Nurse (1.00 FTE)	<u>53,924</u>	
Subtotal		187,044

Indirect Costs (20 % of Salaries) 36,005

**Total - HIV-Related TB Prevention** \$487,023

**Total Proposed Grant** **\$1,135,853**

**Required Match:** None

**No of Persons  
to be Served:**

Active TB Cases	333
Preventive Therapy	3,200
Screening	<u>3,000</u>
Total	6,533

**Indirect Costs:**

Tuberculosis Prevention and Control/Elimination (20 % of Salaries)	\$84,765
HIV-Related TB Prevention (20% of Salaries)	<u>36,005</u>
Total	\$120,770

**Comments:**

1. As noted above, the grant has an effective date of February 1, 1993. The DPH reports that expenditures have been incurred against these grant funds. Therefore, the proposed legislation should be amended to authorize the DPH to accept and expend the proposed grant retroactively.
2. The proposed grant amount of \$1,135,853, is \$358,070 or 46 percent more than the previous grant amount of \$777,783 received by the City.
3. A Summary of Grant Request, as prepared by the DPH, is attached.

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4. A Disability Access Checklist is included in the Clerk of the Board's file.

**Recommendation:** Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant retroactively and approve the proposed resolution as amended.

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No. \_\_\_\_\_ Health Commission - Summary of Grant Request Rev. 4/10/90

Grantor Centers for Disease Control Division Community Public Health Service

Contact Person Elizabeth M. Taylor Section BEDC, Tuberculosis Control

Address 255 E. Paces Ferry Rd N.E. Rm 300 Contact Person Drs. Frances Taylor/Schechter

Mail Stop E14, Atlanta GA 30305 Telephone 206-8524 (Schechter)

Amount Requested \$ 1,135,853 Application Deadline \_\_\_\_\_

Term: From 2-1-1993 To 1-31-94 Notification Expected 2-3-93

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a ~~(new)~~ (continuation) ~~(allocation)~~ ~~(modification)~~ to a grant in the amount of \$1,135,853 from the period of 2-1-93 to 1-31-94 to provide assistance in the reduction and control of TB

(Circle appropriate words)

II. Summary: (Concise summary; brief abstract; number + group name; services and provision)

Diagnostic treatment, surveillance, screening, case finding, registry and medical consultation have been provided by this project for 11 years.

The project serves all communities in San Francisco.

### III. Outcomes/Objectives:

1. To assure adequate treatment of cases by daily observed therapy. 2. Provide preventive therapy to those infected. 3. To identify and treat infection in substance abuse clinics where HIV infection increases risk of TB. 4. Assist in the education of tuberculosis by intensified outreach.

### IV. Effects of Reduction or Termination of These Funds:

The above objectives would not be realized and we would expect an even higher increase of tuberculosis cases in the community, including multiple drug resistant tuberculosis with potential infection to health care providers.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Part Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	498,444	777,783	1,135,853	+ 358,070		
Personnel	323,143	480,102	782,964	+ 302,862		
Equipment	0	9,754	0	- 9,754		
Contract Svc.	104,000	149,705	187,044	+ 37,339		
Mat. & Supp.	7,799	40,656	20,575	- 20,081		
Facilities/Space	0	1,250	3,600	+ 2,350		
Other /travel	12,685	26,728	20,900	- 5,828		
Indirect Costs	49,997	69,588	120,770	+ 51,182		

### VI. Data Processing

(see included above) 0 0 0

### VII. Personnel

	8	12	16	+ 4
F/T CSC	0.5	0.5	0.5	0
Contractual	2	3	3	0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None

Will grant funded employees be retained after this grant terminates? If so, How?  
Yes, by placement in ad valorem positions.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source XXX (If sole source, attach Request for Estimates Form)

\* Contractual funds will be worked ordered to CSAS which will then contract via sole source for delivery of services.





Item 1f - File 146-92-77.1

**Department:** Department of Public (DPH),  
Community Public Health Service (CPHS)  
Epidemiology and Disease Control

**Item:** Resolution authorizing the Department of Public Health to accept and expend a grant of \$470,960 which includes indirect costs in the amount of \$43,145 from the Centers for Disease Control and Prevention.

**Grant Amount:** \$470,960

**Grant Period:** April 1, 1993 to March 31, 1994

**Source of Funds:** Centers for Disease Control and Prevention

**Project:** Sexually Transmitted Disease Prevention and Training Center

**Description:** The Board of Supervisors previously authorized the DPH to apply for the proposed grant award (File 146-92-77). The DPH advises that in the interim since the proposed legislation was drafted, the Federal grantor has notified the Department that the City will be allocated \$413,743 or \$57,217 less than the \$470,960 included in the proposed legislation.

The proposed grant would be a sixth-year continuation grant from the Centers for Disease Control and Prevention to the DPH to operate the Sexually Transmitted Disease (STD) Prevention and Training Center. The Training Center is part of a national network of eleven such facilities which train medical doctors and other health care providers in diagnosis and treatment of sexually transmitted diseases (STDs) and AIDS. The San Francisco Training Center serves health professionals throughout Region IX, which includes Arizona, California, Hawaii, Nevada, and six Pacific Islands.

<u>Budget:</u>	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Sr. Health Educator	1.00	\$63,816
	Secretary II	1.00	40,132
	Sr. Microbiologist	0.50	27,558
	Nurse Practitioner	0.50	28,829
	Health Educator	<u>0.50</u>	<u>27,833</u>
	Subtotal Salaries	3.50	\$188,168
	Fringe Benefits		<u>48,924</u>
	Subtotal Personnel		\$237,092

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Operating Expenses

Travel:	
Staff Mileage	\$480
In-State Travel (2 trips)	418
Out-of-State Travel (6 trips)	7,405
Office Supplies	3,000
Educational Supplies	1,500
Training Materials	2,000
Computer Supplies	1,000
Copying	4,000
Postage	1,000
Telephone	1,500
Equipment Maintenance	500
Slide Production and Development	1,000
Printing/Advertising	500
Miscellaneous	<u>2,460</u>
Subtotal	\$26,763

Contractual Services

UCSF School of Medicine:	
Personnel:	
Infectious Disease Fellow (1.00 FTE)	\$50,152
Senior Physician Specialist (0.25 FTE)	29,301
Administrative Assist. (0.50)	19,921
Operating Expenses:	
Travel	1,720
Office Supplies	900
Photocopying	120
Reproduction	1,300
Administrative Overhead	<u>8,840</u>
Subtotal	112,254
<u>Indirect Costs (20% of Salaries)</u>	<u>37,634</u>
Total	\$413,743

Required Match: None

**No. of Persons**

**Served:** The DPH reports that the Training Center would provide at least 500 hours of training for at least 500 health professionals in the 1993-94 grant period.

**Indirect Costs:** \$37,634 (20% of Salaries)

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**Comments:**

1. As noted above the actual proposed grant amount is \$413,743. Therefore, the title and the body of the proposed resolution should be amended to include a grant amount of \$413,743 instead of \$470,960, and an indirect cost amount of \$37,634 instead of \$43,145.
2. A Summary of Grant Request, as prepared by the DPH, is attached.
3. A Disability Access Checklist has been prepared for this project by the DPH and is on file with the Clerk of the Board.

- Recommendation:**
1. Amend the title and the body of the proposed resolution to include a grant amount of \$413,743 instead of \$470,960, and an indirect cost amount of \$37,634 instead of \$43,145.
  2. Approve the proposed resolution as amended.

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Grantee: Centers for Disease Control & Prevention Division: Epidemiology & Disease Control  
 Contact Person: Linda Long Section: Sexually Transmitted Disease  
 Address: 255 Paces Ferry Rd. NE, Rm. 300 Contact Person: Elizabeth J. Stoller  
Atlanta, GA 30305 Telephone: (415) 554-9630  
 Amount Requested \$ 470,960 Application Deadline: 1/15/93  
 Term: From 4/1/93 To 3/31/94 Notification Expected: 3/15/93  
 Health Commission: \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (accept and expend) a ~~(new)~~ (continuation) ~~(extension)~~ ~~(modification)~~ grant in the amount of \$ 470,960 from the period of 4/1/93 to 3/31/94 to provide training for clinicians on STDs and AIDS services.

II. Summary: (Concise summary of the project, including a brief description of the project, its purpose, and its expected outcomes.)  
Fifth year of funding provided to offer a total of 500 hours of training on sexually transmitted diseases (STDs) and AIDS to clinicians, laboratories, and community-based educators. Additional funds will be sought this project year to cover salary increases, purchase of new computer equipment, honoraria for lecturers from the health professional community outside of the School of Medicine, and development of instructional videotapes.

III. Outcomes/Objectives:  
Offer at least 500 total hours of training for at least 500 clinicians; physicians; physician assistants; nurse practitioners; and nurses and laboratory personnel, and at least 100 administrators and educators from community-based organizations and public health agencies.

IV. Effects of Reduction or Termination of These Funds:  
Cessation of funds would leave a substantial gap in training resources for clinicians with regard to the correct diagnosis, treatment and management of persons with STDs, including HIV disease. There are no other funding sources for this training.

V. Financial Information:

	Col. A Two Year Ago	Col. B Fut Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	411,820	449,850	413,743	-36,107		
Personnel	245,200	262,822	237,092	-25,730		
Equipment	5,300	4,150	-0-	-4,150		
Contract Svc.	92,200	111,695	112,254	26,289		
Mat. & Supp.	10,000	8,500	7,500	-1,000		
Facilities/Space	-0-	-0-	-0-	-0-		
Other	20,500	11,700	10,960	-740		
Indirect Costs	38,620	41,718	37,634	-4,084		
Travel	-0-	9,265	8,303	-962		
VI. Dep. Processing (see attached sheet)	4,000	4,000				

VII. Personnel

	FTE CSC	P/T CSC	Contractual
FTE CSC	3.0	3.0	2.0
P/T CSC	1.0	1.0	1.5
Contractual	1.25	1.30	1.75

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
Employees will be retained for the duration of this five-year grant; in 1994, a renewal grant will be submitted for an additional five-year period.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source: \* X (check one, attach Request for Example Form)  
 \*according to office of Contracts Management and Compliance, sole source approved through 1995 for UCSF School of Medicine



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Item 1g - File 146-92-80.1

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health, to accept and expend a continuation grant of \$17,193,711, from the U.S. Health Resources and Services Administration, and waiving indirect costs

**Grant Amount:** \$17,193,711

**Grant Period:** April 4, 1993 to April 3, 1994

**Source of Funds:** U. S. Department of Health and Human Services (DHHS), Health Resources and Services Administration (HRSA).

**Project:** The Ryan White Comprehensive AIDS Resources Emergency (CARE) Title I Supplemental Grant Project

**Description:** The Board of Supervisors previously authorized the DPH to apply for the proposed grant funds (File 146-92-80). The Ryan White CARE/Title I Supplemental Grant provides disaster relief assistance to localities that are disproportionately affected by the AIDS epidemic. As one of those localities, San Francisco would receive \$17,193,711 for the third year of a five-year project to support various AIDS programs and activities. The grantor also provides some monies for contractors in Marin and San Mateo Counties, localities where the incidence of AIDS and ARC is too low to qualify for an independent Care/Title I grant.

The breakdown of Care Grant funds into a comprehensive disaster relief budget is the responsibility of the HIV Health Services Planning Council, a body whose twenty-eight members are appointed by the Mayor. The funding priorities as set by the Planning Council, which are based on guidelines established by HRSA, would continue to be as follows:

Housing and residential care	30%
Support services (i. e. psychosocial, benefits counseling, food, and advocacy programs)	20%
Early HIV intervention services	15%
AIDS/HIV Drug Program	10%

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Case management activities	10%
Institutionally-based care (acute and long term)	10%
Administrative costs for program coordination (maximum)	5%
Total	100%

**Budget:**

Personnel

<u>AIDS Office</u>	<u>FTE</u>	<u>Amount</u>
Health Program Coordinator I	1.00	\$49,122
Secretary II	1.50	59,827
Junior Management Assistant	1.00	36,942
Senior Clerk Typist	1.00	38,743
Sr. Account Clerk	3.00	118,548
Secretary I	1.00	30,596
Sr. Management Assistant	1.00	50,573

DPH Personnel

Chief Payroll and Personnel Clerk	1.00	52,612
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DPH Accounting

Senior Accountant	1.75	81,125
Account Clerk	1.00	31,806

DPH Office of Contracts

Management & Compliance

Secretary II	0.50	19,035
Management Assistant	<u>1.00</u>	<u>39,442</u>
Subtotal Salaries	14.75	\$608,371
Fringe Benefits		<u>142,963</u>
Subtotal Personnel		\$751,334

Travel

Local Travel	\$500
Mandated trips to the funding agency (2 trips for 2 people)	<u>5,000</u>
Subtotal Travel	5,500

Equipment

Personal Computers (2)	\$5,000
Office furnishings	<u>2,500</u>
Subtotal Equipment	7,500

Materials and Supplies

7,100

Contractual Services

(see Attachment 1 provided by DPH)	16,334,027
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Administration

Rent	\$10,050
Telephone	7,200
Postage	3,000
Courier	2,000
Reproduction	1,500
Equipment Lease	7,500
Printing/Slide Production	500
Promotions/Advertising	3,000
Staff Training	1,000
Human Rights Commission (HRC) -	
Training/Technical Assistance	50,000
Interpretation	<u>2,500</u>
Subtotal Administration	<u>88,250</u>

Total Proposed Grant \$17,193,711

**Required Match:** None

**No. of Persons Served:**

Persons with AIDS in San Francisco, Marin and San Mateo Counties

**Indirect Costs:** Indirect costs are specifically disallowed by Federal CARE legislation. Therefore, the proposed resolution would waive indirect costs for this grant. However, the grantor would allow five percent of the total grant to be used for administrative purposes (see Comment 1).

**Comments:** 1. According to Mr. Tim Piland of the DPH, \$859,684, which is all of the costs included in the proposed grant, except contractual services, represent the five percent administrative costs allowed by the grantor. DPH project staff would oversee the contractual services.

2. The proposed grant of \$17,193,711 is \$6,499,412 or approximately 61 percent more than the \$10,694,299 grant amount received for 1992-93. Mr. Piland reports that the Federal funding level is significantly higher this year than in the previous year because Congress appropriated additional funds this year for these AIDS programs.

3. Mr. Piland advises that the grantor requires that funds be allocated to one of only two categories, administrative or contractual. Therefore, if the DPH provides any direct services, these are categorized as contractual as detailed in Attachment 1. Mr. Piland reports that, other than DPH directly provided services, all of the contractors listed on Attachment 1 are non-

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profit organizations, in accordance with the requirements of the grantor, and were selected by a competitive bid process.

4. As noted above, \$50,000 has been included in the grant budget for training and technical assistance provided by HRC. According to Mr. Piland, the \$50,000 would be used to offset HRC staff costs associated with providing technical support on issues of compliance with the American Disabilities Act to the grant funded non-profit organizations . Mr. Piland advises the \$50,000 would be provided to HRC through a work order or a Memorandum of Understanding (MOU).

5. The computers included in the proposed project budget were included in the Department's Master Plan, and have received Electronic Information Processing Steering Committee's (EIPSC) approval

6. The Summary of Grant Request, as prepared by the DPH, is attached (Attachment 2).

7. A Disability Access Checklist for each project site is included in the Clerk of the Board's file.

**Recommendation:** Approve the proposed resolution.

# SUMMARY OF CARE SUPPLEMENTAL FY 1993 PRIORITIZED SERVICES

No.	HRSA Service Category	Description Of Service	Provider	Request	FTE	# Clients	Other Funds	Source
				93-94 Grant				
1	Case Management	Client Advocacy	GCHP & FTFA	\$81,902	2.40	54	\$20,000	State
2	Case Management	Client Advocacy	SF AIDS Foundation	\$108,203	2.80	108	-	-
3	Substance Abuse	Long-Term Resident, Treat.	Walden House	\$233,325	4.60	34	\$88,025	Other
4	Substance Abuse	Medium-Term Resident, Treat.	Baker Place	\$228,015	3.90	41	\$43,950	Other
5	Housing	Housing Referrals	TBD	\$174,724	-	-	-	-
6	Housing	Housing Subsidies	Shantl Project	\$234,785	1.00	14	\$297,175	Other
7	Day & Respite Care	In-Home Respite Care	CPMC / VNH	\$81,902	3.90	30	-	-
8	Hospice Care	Residential Hospice	Mattir AIDS Hospice	\$54,601	2.10	50	\$218,250	Fed/Private/Other
9	Dental Care	Dental Care	UOP, School of Dentistry	\$327,608	4.70	750	\$284,253	Private
10	Primary Medical Care	Early Int. Primary Care	Community Clinic Consortium	\$327,608	0.50	312	\$543,851	Fed/State/City
11	Primary Medical Care	Outpatient HIV Care	St. Mary's Hospital	\$273,006	4.20	170	\$307,814	Private
12	Day & Respite Care	Home Care Svcs./SRO	CPMC / VNH	\$229,871	5.40	18	\$358,738	City/Private/Other
13	Substance Abuse Treatment	Sub. Abuse Counseling	Continuum	\$76,599	1.00	20	\$684,498	Fed/State/Private/Other
14	Mental Hlth Therapy/Counsel	Outpatient Mental Health	CPMC / Operation Concern	\$125,583	2.60	150	-	-
15	Substance Abuse Treatment	Sub. Abuse Treat.	UCSF AIDS Health Project	\$109,203	2.10	375	\$634,405	State/Private/Other
16	Housing & Related Services	Residential Care AIDS/MH	Westside Mental Health	\$313,500	5.10	19	\$377,287	Fed/Other/City
17	Mental Hlth Therapy/Counsel	Psych. and Neuropsych Eval.	Family Service Agency	\$95,006	0.70	100	\$490,878	City
18	Mental Hlth Therapy/Counsel	Psych. Consultations	UCSF AIDS Health Project	\$87,706	0.80	340	-	-
19	Food Bank/Delivered Meals	AIDS Food Bank	Project Open Hand	\$149,914	1.40	283	\$595,092	Private
20	Food Bank/Delivered Meals	Meal Service	Project Open Hand	\$136,503	0.00	151	\$2,058,485	Private/Other
21	Buddy/Companion Services	Volunteer Training	BVHPF	\$107,239	2.70	50	\$9,980	Other
22	Buddy/Companion Services	Volunteer Recruitment	Shantl	\$54,601	0.30	204	\$110,849	Other
23	Buddy/Companion Services	Practical Support	Shantl	\$136,503	3.80	263	\$240,182	Other
24	Mental Hlth Therapy/Counsel	Psychosocial Support Services	CPMC / Operation Concern	\$107,239	2.40	200	-	-
25	Mental Hlth Therapy/Counsel	Youth Center	Larkin Street Youth Center	\$128,957	2.20	40	\$25,000	State
26	Adoption/Foster Care Assist.	Family Services	S.F. Dept. of Social Services	\$108,110	2.00	35	-	-
27	Rehabilitation Care	Subacute Dementia Care	St. Mary's Hospital	\$320,273	4.81	54	\$808,355	Private
28	Case Management	Nursing Case Management	Westside Mental Health	\$90,887	1.60	25	\$411,562	State
29	Housing & Related Services	Emergency Housing	AIDS Emergency Fund	\$182,875	0.50	412	\$744,570	Private
30	Housing & Related Services	Housing Services	Larkin Street Youth Center	\$111,111	0.40	50	-	-
31	Direct Emergency Assistance	Housing Vouchers	Catholic Charities	\$227,828	2.50	110	\$1,384,000	Fed/State/City/Private
32	Housing & Related Services	Transitional Housing	Baker Places	\$261,250	4.60	30	-	-
33	Housing & Related Services	Transitional Housing	Black Coalition on AIDS	\$248,196	3.00	78	-	-
34	Housing & Related Services	Long Term Housing	Shantl Project	\$522,500	5.40	80	\$1,000,216	State/City/Private
35	Substance Abuse Treatment	Sub. Abuse Treat.	Iris Center/Arch of Refuge	\$270,313	1.83	12	-	-
36	Substance Abuse Treatment	Sub. Abuse Treat.	Women's Inst. of Mental Health	\$207,628	4.60	45	-	-
37	Substance Abuse Treatment	Herbor Light/US A. Treat.	Salvation Army/Harbor Light	\$125,429	2.61	20	\$168,433	State/Private/Other
38	Substance Abuse Treatment	Sub. Abuse Treat.	Walden House	\$391,875	8.70	150	\$64,561	Fed/City
39	Substance Abuse Treatment	Sub. Abuse Treat.	Haight Ashbury Free Clinic	\$78,375	0.50	150	-	Other
40	Substance Abuse Treatment	Outpatient Treat/Methadone	UCSF Subst Abuse Svcs/SFGH	\$281,250	3.61	90	-	-
41	Substance Abuse Treatment	Sub. Abuse Treat.	Baker Places	\$482,181	8.05	58	\$29,452	State/Private



No.	HRSA Service Category	Description Of Service	Provider	93-94 Grant Request	FTE	# Clients	Other Funds	Source
42	Client Advocacy	Treat. Adv/Nut. Cnst.	Mission Neigh. Health Center	\$115,825	1.70	240	-	-
43	Primary Medical Care	Complementary Care	BVHPF	\$93,728	2.75	50	-	-
44	Food Bank/Delivered Meals	Food Bank/Hot Meals Service	Project Open Hand	\$261,250	1.00	543	\$2,729,782	Fed/City/Private
45	Primary Medical Care	Alternative Therapies	Inst. for Traditional Medicine	\$113,403	2.15	50	\$133,824	Private, Other
46	Primary Medical Care	Alternative Therapies	Am. College of Traditional Med.	\$181,077	2.50	150	-	-
47	Primary Medical Care	Primary Medical Care	Haight Ashbury Free Med Clinic	\$243,625	3.40	110	-	-
48	Primary Medical Care	Primary Medical Care	Planned Parenthood/PHREDA	\$155,558	1.73	100	-	-
49	Primary Medical Care	Women's Clinic	UCSF AIDS Clinic (Women's)	\$98,474	1.20	60	\$483,400	Private
50	Primary Medical Care	Primary Care	Lyon Martin Women's Health Sv	\$188,100	3.00	75	\$38,983	Fed/Private
51	Mental Hlth Therapy/Counsel	Crisis Intvntn/Mental Health	American Indian AIDS Institute	\$28,125	0.15	35	-	-
52	Mental Hlth Therapy/Counsel	Mental Health Services/Crisis	CPMC/Children's	\$137,909	2.08	53	-	-
53	Home Care Services	Home Infusion Services	CPMC/VNH	\$48,831	5.35	87	-	-
54	Other Support Services	Hollie	SF Suicide Prevention	\$37,620	1.13	2,000	-	-
55	Substance Abuse Treatment	Psych. Consultation	UCSF/AHP/ASAP	\$72,520	1.90	150	\$133,824	Private/Other
56	Mental Health Therapy	Mental Health Services	Family Service Agency	\$112,000	0.24	88	\$1,326,690	City
57	Dental Care	Dental Care	UOP School of Dentistry	\$178,000	5.00	543	-	-
58	Primary Medical Care	Primary Care Services	CPHS	\$1,825,726	5.75	1,005	-	-
59	Primary Medical Care	Ward 86, AIDS Clinic/Pharm.	SFGH	\$184,335	3.00	375	-	-
60	Primary Medical Care	Early Intervention	Forensics	\$124,803	1.50	500	-	-
61	Substance Abuse Treatment	Multi-Diagnosed Delox	DMS/SFGH	\$1,854,289	18.25	1,065	-	-
62	Substance Abuse Treatment	Heroin Delox	UCSF/SFGH Delox	\$90,000	1.00	30	\$525,185	City
63	Rehabilitation Care	Subacute Dementia Care	St. Mary's Hospital	\$120,000	0.73	8	\$64,561	Other
64	Substance Abuse Treatment	Res SA Treat for AA Women	Haight Ashbury Free Clinic	\$244,747	4.20	16	\$78,012	Other
65	Substance Abuse Treatment	Res. S.A. Treatment	Haight Ashbury Free Clinic	\$75,000	5.23	31	-	-
66	Housing & Related Services	Youth Housing	Catholic Charities	\$51,048	0.99	4	\$421,894	State/Private
67	Housing & Related Services	Youth Housing Subsidies	Larkin Youth Street Center	\$91,669	0.14	10	-	-
68	Direct Emergency Assistance	Autonomous Hsing Subsidies	AIDS Emergency Fund	\$150,000	0.50	323	\$949,871	Private
69	Home Health Care	Home Health Care	CPMC/VNH	\$250,967	6.25	128	\$7,152,562	-
70	Home Hlth Care/ParaProfession	Attendant Care	CPMC/VNH	\$58,762	2.00	14	\$7,152,967	Fed/State/Private/Other
71	Home Hlth Care/ParaProfession	Res. Site Attendant Care	CPMC/VNH	\$227,484	10.30	77	\$7,152,967	Fed/State/Private/Other
72	Food Bank/Home Deliv Meals	Bulk Food Purchases	SF Food Bank	\$12,150	0.00	-	-	-
73	Primary Medical Care	Complementary Care	Inst. for Traditional Medicine	\$100,637	1.93	60	\$5,279	State (Medical)
74	Other Support Services	Psychosocial for Youth	TBD	\$130,000	-	-	-	-
75	Buddy/Companion Services	Emotional Support	A.I.D.S	\$75,000	1.54	192	-	-
76	Client Advocacy	Client Advocacy	GCHP	\$68,662	1.25	48	\$38,408	State
77	Other Support Services	Volunteer Recruit./Coord.	AIDS Legal Referral Panel	\$40,935	0.80	100	\$17,194	Private
78	Other Support Services	Disabled Services-Visual	Natl. Assoc. for Vis. Handicap.	\$14,058	0.10	10	\$600	Private
79	Day Respite Care	Respite Child Care	GGC/Bridge for Kids	\$37,000	1.00	70	\$46,628	Other
80	Case Management	Brokerage Case Management	SFNM/TARC	\$84,779	1.35	80	-	-
81	Case Management	Housing Case Management	Catholic Charities	\$34,226	0.85	110	\$12,000	Private
82	Case Management	Clinical Case Management	Community Clinic Consortium	\$92,522	2.00	195	-	-
TOTAL				\$18,334,027	221.28	13,854	\$82,777,101	

Grantor Health Resources and Services Admin. Division Community Health Services  
 Contact Person Libby Hartnett Section AIDS Office  
 Address Health Resources and Services Admin. Contact Person Tim Piland  
Rockville, MD 20857 Telephone 554-9132  
 Amount Requested \$ 17,193,711 Application Deadline 1/22/93  
 Term: From 4/4/93 To 4/3/94 Notification Expected 3/15/93  
 Health Commission 3/2/93 Board of Supervisors: Finance Committee 3/17/93  
 Full Board 3/22/93

I. Item Description: Request to ~~accept and expend~~ (accept and expend) a ~~new~~ (continuation) ~~(renewal)~~ (renewal) ~~(extension)~~ (extension) ~~(modification)~~ (modification) grant in the amount of \$17,193,711 from the period of 4/4/93 to 4/3/94 to provide Ryan White Comprehensive AIDS Resources Emergency services.  
 (CARE Title I) Supplemental Disaster Relief Grant  
 (Categorization; past address; number of people served; services and providers)

II. Summary: Please see Attachment I for brief overview of CARE Supplemental services; Attachment II provides a more detailed summary of this grant funding.

### III. Outcomes/Objectives:

Please see Attachment I and Attachment II.

### IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these funds would severely impair the Department of Public Health's ability to address the direct care needs of San Francisco residents diagnosed with AIDS.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	6,319,965	10,694,299*	17,193,711	+ 6,499,412	none	
Personnel	153,610	461,610	751,334	+ 289,724		
Equipment	101,700	15,500	7,500	- 8,000		
Contract Svc.	6,003,967	10,164,560	16,334,027	+ 6,169,467		
Mat. & Supp.	11,500	10,800	7,100	- 3,700		
Facilities/Space	25,000	6,000	10,050	+ 4,050		
Other	24,188	35,829	83,700	+ 47,871		
Indirect Costs	0	0	0	0		

### VI. Data Processing

(Data included) appr 75,000 appr 13,000

### VII. Personnel

	5.00	12.00	14.75		
F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

### \*VIII. Contractual Services: Open Bid                      Sole Source                      (Use space below for explanation)

Continuing contractors were RFP #112 - 91 or 139 - 91

Re-bid services and new services were RFP #172 - 92

One contract (St. Mary's Hospital) is a renewal of a sole-source.



Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1h - File 146-93-11

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)  
Homeless Program

**Item:** Resolution authorizing the Department of Public Health to accept and expend as sub-grantee an augmentation to a Federal grant of \$598,867, which has a required match of \$299,434 or 33 percent of total project budget, waiving indirect costs and providing for ratification of action previously taken.

**Grant Amount:** \$598,867

**Grant Period:** November 1, 1992 to October 31, 1993

**Source of Funds:** Federal Public Health Services funds through the San Francisco Community Clinic Consortium

**Project:** Health Care and Substance Abuse Services for the Homeless

**Description:** The Board of Supervisors previously approved legislation authorizing the DPH to accept and expend, as subgrantee, a grant augmentation of \$299,433 from the San Francisco Community Clinic Consortium (File 146-92-30). The grant augmentation period was May 1, 1992 to October 31, 1992. The San Francisco Community Clinic Consortium grant funds are used to support a collaborative effort between the DPH and the San Francisco Community Clinic Consortium (SFCCC) to provide comprehensive primary health care, social services and substance abuse services to homeless persons in the City. These services are provided through a network of eight community-based health clinics, including the City-operated Tom Waddell Clinic. The DPH is the sub-grantee because SFCCC had a prior arrangement for similar services with the Federal government.

The DPH advises that the SFCCC has now awarded the City an additional augmentation grant of \$598,867, for the period November 1, 1992 to October 31, 1993.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>	
	Nurse Practitioner	2.78	\$173,590	
	Sr. Medical Social Worker	0.80	44,788	
	Medical Social Worker	2.00	95,134	
	Fringe Benefits (26%)		<u>81,513</u>	
	Subtotal	5.58		\$395,025

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Memo to Government Efficiency and Labor Committee  
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Contractual Services -Bay View

<u>Hunters Point Foundation</u>	<u>FTE</u>	<u>Amount</u>
Personnel:		
Clinic Coordinator	1.00	\$36,952
Case Manager/Therapists	2.00	60,350
Psychiatrist	0.35	31,292
Fringe Benefits		<u>25,719</u>
Subtotal	3.35	\$154,313
Administrative Overhead		<u>15,432</u>
Total Contractual Services		\$169,745

Operating Expenses

Travel	\$650
Supplies	25,000
Telephones and Pagers	<u>8,447</u>
Subtotal	<u>34,097</u>

<b>Total Grant</b>	\$598,867
Matching Funds	<u>299,434</u>
<b>Project Total</b>	\$898,301

**Required Match:** \$299,434 or 33 percent of the total project budget of \$898,301. The \$299,434 is included in the DPH's 1992-93 budget.

**No. of Persons Served:** Approximately 30,000 health, mental health, substance abuse, case management and outreach encounters are to be supported by these funds.

**Indirect Costs:** None. The SFCCC, acting as prime grantee for these grant funds, has prohibited indirect costs for all subgrantee programs.

**Comments:**

1. The DPH advises that the DPH did not have to reapply for the grant augmentation of \$598,867 because the augmentation is merely an extension of the previous grant.
2. As noted above, the augmentation grant has an effective date of November 1, 1992. The DPH reports that expenditures have been incurred against these grant funds. As such, the legislation provides for ratification of action previously taken.
3. A Summary of Grant Request, as prepared by the DPH, is attached.

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Memo to Government Efficiency and Labor Committee  
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4. Disability Access Checklists for the program sites are included in the Clerk of the Board's file.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item No. \_\_\_\_\_

Health Commission - Summary of Grant Request

Rev. 4/10/93

Grantor SF Community Clinic Consortium  
 Contact Person John Gressman  
 Address 1748 Market St., Suite 205  
San Francisco, CA 94102

Division CPHS  
 Section Homeless Programs  
 Contact Person Fred Milligan  
 Telephone 554-2673

Amount Requested \$ 598,867

Application Deadline \_\_\_\_\_

Term: From 11/1/92 To 10/31/93

Notification Expected \_\_\_\_\_

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to ~~(expand)~~ (accept and expend) a ~~(new)~~ (continuation) ~~(extension)~~ (augmentation to 2) grant in the amount of \$ 598,867 from the period of 11/1/92 to 10/31/93 to provide health care and substance abuse services.

## II. Summary: (Concise summary of the project - goals, objectives, and priorities)

Request to accept and expend funds as sub-grantee in collaboration with San Francisco Community Clinic Consortium as prime-grantee, a continuation augmentation to a grant of \$598,867 for the provision of health services and substance abuse services to homeless individuals in San Francisco.

## III. Outcomes/Objectives:

30,000 health, mental health, substance abuse case management and outreach encounters.

## IV. Effects of Reduction or Termination of These Funds:

Denial of health services to homeless persons results in expensive emergency room and hospital inpatient utilization.

## V. Financial Information:

	(1 year)					
	Col. A	Col. B	Col. C	Col. D	Rec. Match	Approved by
	Two Year Ago	Part Year/Orig.	Proposed	Change		
Grant Amount:	581,424	299,433	598,867		299,434	
Personnel:	410,378	211,345	395,025		98,543	
Equipment:						
Contract Svc.	147,064	75,737	169,745		200,319	
Mat. & Supp.	19,832	10,213	25,000			
Facilities/Space:						
Other:	4,150	2,138	9,097		572	
Indirect Costs:						

## VI. Data Processing

(Leave blank, none)

## VII. Personnel

F/T CSC	4	3	2		1
P/T CSC	5	6	7		2
Contractual:	4	4	4		

Sources(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Multiple year X \_\_\_\_\_  
 Sole Source \_\_\_\_\_ in 1991 \_\_\_\_\_ (Leave blank, none for Example Period)

Memo to Government Efficiency and Labor Committee  
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Item 1i - File 94-93-1

**Department:** Public Utilities Commission (PUC)  
Municipal Railway

**Item:** Resolution authorizing the Public Utilities Commission (PUC) to apply for, accept and expend \$96,000 of State Transit Assistance (STA) Paratransit Capital funds to acquire at least four ramped vehicles, excluding indirect costs.

**Grant Amount:** \$96,000

**Grant Period:** Two years from the date of grant award

**Source of Funds:** State of California Transit Assistance (STA) funds awarded by the Metropolitan Transportation Commission (MTC)

**Application Due Date:** May 18, 1990

**Date Application Submitted:** May 17, 1990

**Project:** Ramped Taxicab Demonstration Project

**Description:** The Municipal Railway (MUNI) provides accessible transportation for disabled persons who cannot currently use MUNI fixed transit routes. Therefore, MUNI contracts for management and provision of door to door paratransit services to an independent paratransit broker. Cerenio Management Group (CMG), a private contractor, is currently the paratransit broker that provides such services for disabled persons and monitors and enforces service quality. Paratransit taxi services are provided by four cab companies: Luxor, Yellow, De Soto and City Cab Companies. CMG estimates that during an average month, approximately 40,000 one-way paratransit taxi trips are provided to disabled persons.

Currently, there are no taxicabs accessible to wheelchair users. CMG estimates that approximately 700 paratransit taxicab passengers do use wheelchairs, but must transfer from the wheelchair to a seat and the driver must fold and stow the wheelchair for the passenger after the passenger boards the taxi. Currently, the average paratransit cab ride is \$8 per one way trip. There are approximately 8,000 eligible taxicab users participating in MUNI's paratransit program.

CMG advises that there are also 640 wheelchair users who currently use an alternate paratransit lift-van system. The

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system requires at minimum a 24 hour advance reservation. The cost per month is equivalent to a MUNI Fast Pass for disabled persons at \$5 per month for a maximum of 45 one-way trips per month. According to CMG, each one-way lift-van trip costs MUNI \$19.69 based on current competitive bids obtained by CMG. (A lift-van is a van equipped with a special power operated platform that extends from the doorway to lift a wheelchair from street level to the van's floor level).

CMG estimates that the implementation of the Ramped Taxicab Demonstration Project for demand-response (or on-call) taxi service will benefit the approximately 700 wheelchair users in the paratransit taxi program and an additional 200 persons who can transfer from the more costly reserved lift-van trip (\$19.69 per one-way trip) to the subject demand-response taxi service estimated to cost \$10 per one-way trip, for an estimated \$9.69 savings per trip. The cost of the new service would be \$2 more than the current average \$8 cost per paratransit cab ride.

To ease and facilitate the taxicab trips by wheelchair users and to provide an alternative to the 24 hour advance reservation required by the paratransit lift-van system, the proposed grant would introduce, as a two year demonstration, the acquisition of at least four ramped paratransit minivans to serve and be used as demand-response taxis to pick-up primarily wheelchair bound passengers. (Ramped paratransit minivans have ramps that fold out either from the side or rear of the vehicle, to allow wheelchairs to enter the minivans).

The ramped paratransit minivans will be converted, including ramps that fold out either from the side or rear of the vehicle, to taxis serving wheelchair bound users as part of this demonstration project.

Goals of implementing the Ramped Taxi Demonstration Project are (1) to examine the potential for the provision of accessible taxi services for persons using wheelchairs, (2) to increase the volume of demand-response taxi trips to wheelchair users, and (3) to encourage cab companies to purchase and utilize a limited number of ramped taxis as apart of regular taxi fleet replacement, to implement an accessible taxicab system. CMG would be expected to accomplish specific project tasks in conjunction with the acquisition of the ramped minivans as follows:

- obtain taxi operation permits to operate ramped minivans as taxicabs;

**Memo to Government Efficiency and Labor Committee**  
**March 17, 1993 Government Efficiency and Labor Committee Meeting**

- procure ramped minivans (subject of this legislation);
- develop qualifications for leaseholder cab company or purchase agreement;
- facilitate sensitivity training and vehicle training for taxi permit holder;
- market ramped taxi program to wheelchair users;
- ensure reimbursement of cab companies, including surcharge for each paratransit ramped taxi wheelchair trip;
- monitor ramped taxi demonstration program; and
- evaluate program on ongoing basis.

**Budget:**

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	
Ramped Paratransit Minivans	4	\$28,800	\$115,200

**Required Match:** \$19,200, included in the FY 1992-93 MUNI budget for paratransit services.

**No. of Persons Served:**

Approximately 900 wheelchair bound users (700 wheelchair users currently in the paratransit taxi program and an additional 200 persons who can transfer from the more costly reserved lift-van trip program)

**Indirect Costs:** None. Not eligible under the provisions of this grant. The grant instructions specify only direct costs as eligible.

**Comments:**

1. The \$115,200 budget for the four ramped paratransit minivans is based in part on approved funding of \$96,000 by the Metropolitan Transportation Commission (MTC) in September 1990. The remaining \$19,200 (\$115,200 less \$96,000) is the local match to the MTC grant. PUC approved the grant application on January 12, 1993. Under these circumstances the subject application should be approved retroactively. Ms. Annette Williams of the MUNI Paratransit Program advises that the grant awarded by MTC had been delayed pending (1) the selection of a new paratransit broker which has been completed in October 1991 and (2) the issuing of six temporary, 24 month, taxicab permits by the Police Commission at their last annual Public Convenience and Necessity (PC&N) Hearing in May 1992. An appeal of the

**BOARD OF SUPERVISORS**  
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Police Commission's decision to issue the taxicab permits was denied by the Board of Permit Appeals in November 1992.

2. Ms. Virginia Cerenio of CMG, MUNI's current paratransit broker, reports that she expects to acquire four and possibly five (if a lower purchase price can be negotiated) ramped paratransit minivans with the proposed \$115,200 in project funds and required local share match. Because the minivans require special conversions for the ramp additions, it is still unknown whether four or five vehicles will be acquired with the \$115,200 (the four vehicles are expected to cost \$28,800 per vehicle while five vehicles could cost no more than \$23,040 each). Ms. Cerenio advises that one or more additional ramped minivans would be contributed through contract negotiations with cab companies that would be selected to participate in the Ramped Taxicab Demonstration Project so that more ramped paratransit minivans would be available to serve wheelchair bound users during the 24 month period for the Ramped Taxicab Demonstration Project.

3. Officer Susslow of the Police Department Taxicab Detail advises that up to six temporary taxi operating permits will be issued by the SFPD Commission for the twenty four month period of the Ramped Taxicab Demonstration Project as soon as the ramped minivans become available. The SFPD Taxicab Detail will identify those applicants next on the list for taxicab permits. The temporary taxicab permit holders will be required to operate the cab for the specific cab company or companies selected for the Pilot Ramped Taxi Project. Cab drivers operating ramped taxicabs would be required to pick up wheelchair bound passengers based on radio dispatch calls.

4. Ms. Williams advises that the ramped minivans will be leased to the selected cab companies by the paratransit broker and the amount of each monthly lease payment will be determined by amortizing the principal plus interest at 6.5 percent on the full cost of the vehicle. The lease payment will be used as additional revenue to the paratransit program for City-subsidized taxi scrip.

5. The Grant Application Information Form is attached.

6. The PUC has completed a Disability Access Checklist which is included in the Board of Supervisors file.

**Recommendation:** Amend the proposed resolution to approve retroactively and approve the proposed resolution as amended.

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: PUC/Municipal Railway

Contact Person: Annette Williams Telephone: 923-6142

Project Title: Accessible Ramped Taxi Pilot Project

Grant Source: STA Special Projects Paratransit Capital Funds

### Proposed (New / Continuation) Grant Project Summary:

This project is to provide accessible taxi services to wheelchair users as part of the paratransit program. A pilot project has been initiated and six temporary (two-year) taxi medallions (operating permits) have been issued by the Police Commission to provide accessible taxi service.

The goals of the program are:

- to provide demand response trips for paratransit wheelchair users at a reduced cost to the City (taxi trips are less expensive than lift-van trips.)
- to demonstrate the viability of wheelchair accessible ramped taxis in an urban environment
- to encourage cab companies to utilize ramped taxis.

Amount of Grant Funding Applied for: \$96,000

Maximum Funding Amount Available: \$500,000 for nine Bay Area counties

Required Matching Funds: \$19,200

Number of Positions Created and Funded: no new positions created

Amount to be Spent on Contractual Services: \$115,200

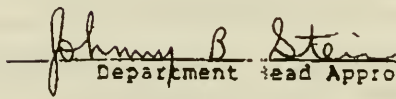
Will Contractual Services be put out to Bid? yes

Term of Grant: Two (2) years

Date Department Notified of Available funds: January 1990

Application Due Date: May 18, 1990

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

  
Department Head Approval  
Johnny B. Stein

Item 1j - File 138-93-1

**Department:** District Attorney

**Note:** The District Attorney's Office will introduce an Amendment of the Whole at the Government Efficiency and Labor Committee Meeting. The Budget Analyst's report reflects the amended legislation.

**Item:** Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$362,406 made available through the California Department of Insurance for a project entitled "The Investigation and Prosecution of Automobile Insurance Fraud" for the period of July 1, 1992 through June 30, 1993.

**Grant Amount:** \$362,406

**Grant Period:** July 1, 1992 through June 30, 1993.

**Source of Funds:** California Department of Insurance

**Project:** The Investigation and Prosecution of Automobile Insurance Fraud project.

**Description:** The California Department of Insurance has made grant funds available to the County District Attorney's Office for the Investigation and Prosecution of Automobile Insurance Fraud project. According to the District Attorney, cases of automobile fraud have increased since 1991, from approximately one case per month in 1991 to approximately 20 cases per month in 1992. The District Attorney advises that since September of 1989, the California Department of Insurance, through S.B. 1218, has set aside \$1.00 against each automobile insurance policy sold to provide funding for fraud prosecution to counties throughout the State. These funds are allocated on the basis of population and the county's submission of an effective program proposal for the investigation and prosecution of automobile insurance fraud.

According to Ms. Bridget Bane of the District Attorney's Office, the Investigation and Prosecution of Automobile Insurance Fraud project would prevent and/or reduce automobile insurance fraud through effective investigation and prosecution in San Francisco and enable the District Attorney to network with other jurisdictions to help achieve the same goals statewide.

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Memo to Government Efficiency and Labor Committee  
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<b>Budget:</b>	<b><u>Personnel</u></b>	<b><u>FTE</u></b>	
	Principal Attorney	2.0	\$196,272
	Investigator	1.0	52,800
	Fringe Benefits @ 19.5%	_____	<u>48,569</u>
	Subtotal Personnel	3.0	\$297,641

**Equipment**

1 Surveillance Van*	\$35,000
7 Body Wire Tape Recording Devices	8,900
Surveillance Equipment	<u>2,745</u>
Subtotal Operating Expenses	\$46,645
<b><u>Indirect Costs</u></b> @ 5% of total grant	<u>18,120</u>
Total Proposed Grant	\$362,406

\*The District Attorney's Office advises that a surveillance van would be used to witness staged accidents and to monitor the activities of attorneys and doctors who are suspected of participating in fraudulent automobile insurance schemes. The District Attorney states that unlike an automobile, surveillance equipment such as cameras can be set up in a van. Additionally, the District Attorney's Office reports that the van comes equipped with surveillance equipment and is capable of disguise (i.e. a florist van, a bakery van, etc.)

**Required Match:** No

**Indirect Costs:** \$18,120 or five percent of the total grant

**Comments:** 1. The proposed grant includes indirect costs of five percent of the total grant amount or \$18,120. Since the indirect costs were not mentioned in the title of the proposed resolution, the proposed resolution should be amended to include indirect costs of \$18,120 in the title of the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



2. Ms. Bane advises that the deadline to apply for the proposed grant was March 23, 1992. Ms. Bane reports that the District Attorney is only just now submitting a request to apply for, accept and expend the proposed grant due to a delay in the State's formal notification of the grant award to the District Attorney. Ms. Bane also reports that the District Attorney's Office experienced some delay in hiring the necessary staff for the program.

3. The District Attorney's Office reports that expenditures have been incurred against this grant award. Therefore, the proposed resolution should be amended to provide for ratification of action previously taken.

4. The Summary of Grant Request prepared by the Department is attached.

5. A copy of the Department's Disability Access Checklist is included in the file.

- Recommendations:**
1. Amend the proposed resolution to provide for ratification of action previously taken.
  2. Amend the proposed resolution to reflect indirect costs of \$18,120 in the title of the proposed resolution.
  3. Approve the proposed resolution as amended.

MAR 10 '93 01:34PM ARLO SMITH

Item No. \_\_\_\_\_ Summary of Grant Request

Rev. 4/8/91

Grantor California Department of Insurance Division District Attorney  
 Contact Person BRIDGET BANE Section \_\_\_\_\_  
 Address 770 L Street, Suite 1120 Contact Person Bridget Bane  
Sacramento, CA 95814 Telephone 553-1895  
 Amount Requested \$ 362,406. Application Deadline \_\_\_\_\_  
 Term: From JULY 1992 To JUNE 1993 Notification Expected \_\_\_\_\_  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a  
 (Grant description - write) grant in the amount of \$362,406. from the period of JULY 1992 to JUNE 1993  
 to provide Automobile Insurance Fraud prosecution services.

## II. Summary: (Concise summary of project goals, objectives, and purposes)

The California Department of Insurance has made money available to county District Attorneys' Offices for the investigation and prosecution of automobile insurance fraud cases. These cases of fraud have increased dramatically in recent years and the California Department of Insurance through S.B. 1218 set aside one dollar against each policy sold provide funding for prosecution all over the State. Allocations are based on population and the merit of submitted plans.

## III. Outcomes/Objectives:

To provide and/or reduce automobile insurance fraud through effective investigation and prosecution in San Francisco, and to network with other jurisdictions to help achieve the same goals statewide.

## IV. Effects of Reduction or Termination of These Funds:

The District Attorney's Office in San Francisco will be unable to vigorously investigate and prosecute rising automobile insurance fraud.

## V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			362,406.00		N/A	
Personnel			297,640.00			
Equipment			46,645.00			
Contract Svc.			-0-			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other			-0-			
Indirect Costs			18,120.30			

## VI. Data Processing

(Leave unattached sheet)

## VII. Personnel

F/T CSC		3 FTE	
P/T CSC		-0-	
Contractual		-0-	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained ONLY upon continued source of funding.

This money has no sunset provision.

•VIII. Contractual Services: Open Bid N/A Sole Source N/A (If sole source, attach Request for Quote/Proposal Form)

Item 1k - File 138-93-2

**Department:** District Attorney

**Note:** The District Attorney's Office will introduce an Amendment of the Whole at the Government Efficiency and Labor Committee Meeting. The Budget Analyst's report reflects the amended legislation.

**Item:** Resolution authorizing the District Attorney of the City and County of San Francisco to apply for, accept and expend start-up funds in the amount of \$188,188.76 made available through the California Department of Insurance for a project entitled "The Investigation and Prosecution of Workers' Compensation Fraud" for the period of July 1, 1992 through June 30, 1993.

**Grant Amount:** \$188,188.76

**Grant Period:** July 1, 1992 through June 30, 1993

**Source of Funds:** California Department of Insurance

**Project:** The Investigation and Prosecution of Workers Compensation Fraud project.

**Description:** This grant is awarded pursuant to provisions of the California Insurance Code, Section 1872.83 and S.B. 953, and must be used solely for the purposes of enhanced investigation and prosecution of workers compensation insurance fraud cases.

The District Attorney's Office reports that the objectives of the Investigation and Prosecution of Workers Compensation Fraud program are to reduce workers' compensation fraud through effective investigation and prosecution and to enable the District Attorney's Office to network statewide on workers' compensation fraud issues with various Bay Area workers' compensation investigation groups as well as the State Attorney General's Office.

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Investigator	2.0	\$105,600
	Investigative Assistant	0.73	30,172
	Fringe Benefits @ 19.5%	—	<u>26,476</u>
	Subtotal Personnel	2.73	\$162,248
	<u>Equipment</u>		
	1 Automobile*		16,532
	Indirect Costs @ 5% of the total grant		<u>9,409</u>
	Total Proposed Grant		\$188,189

\*The District Attorney's Office reports that this car would be assigned to an investigator. The District Attorney advises that its investigators routinely are assigned cars given the amount of field work that is required of investigators.

**Required Match:** None

**Indirect Costs:** \$9,409 or five percent of the total grant award

**Comments:**

1. Ms. Bridget Bane of the District Attorney's Office reports that the California Department of Insurance, pursuant to S.B. 953, has issued a surcharge on each workers' compensation policy sold to provide funding for fraud prosecution to counties throughout the State. These funds are allocated on the basis of county population and the number of workers' compensation claims incurred by each county.
2. Ms. Bane advises that the deadline to apply for the proposed grant was March 23, 1992. Ms. Bane reports that the District Attorney is only just now submitting a request to apply for, accept and expend the proposed grant due to a delay in the State's formal notification to the District Attorney of the grant award. Ms. Bane also reports that the District Attorney's Office experienced some delay in hiring the necessary staff for the program.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. The District Attorney's Office reports that expenditures have been incurred against this grant award. Therefore, the proposed resolution should be amended to provide for ratification of action previously taken.

4. The \$188,189 includes indirect costs of five percent of the total grant amount or \$9,409 in the grant budget. Since the indirect costs were not mentioned in the title of the proposed resolution, the proposed resolution should be amended to include indirect costs of \$9,409 in the title of the proposed resolution.

5. The Summary of Grant Request prepared by the Department is attached.

6. A copy of the Department's Disability Access Checklist is included in the file.

**Recommendations:** 1. Amend the proposed resolution to provide for ratification of action previously taken.

2. Amend the proposed resolution to reflect indirect costs of \$9,409 in the title of the proposed resolution.

3. Approve the proposed resolution as amended.



Item No. \_\_\_\_\_ - Summary of \_\_\_\_\_ of Request \_\_\_\_\_ (Rev. 2-1-92)

Grantor California Department of Insurance Division District Attorney  
 Contact Person BEVERLY HUNTER Section \_\_\_\_\_  
 Address 770 L Street, Suite 1120 Contact Person Bridget Bane  
Sacramento, CA 95814 Telephone 553-1895  
 Amount Requested \$ 188,188.76 Application Deadline \_\_\_\_\_  
 Term: From JULY 1992 To JUNE 1993 Notification Expected \_\_\_\_\_  
 Health Commission \_\_\_\_\_ Board of Supervisors Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to) \_\_\_\_\_  
 (Circle appropriate words) grant in the amount of \$ 188,189 from the period of JULY, 1992 to JUNE, 1993  
 to provide Workers Compensation Fraud prosecution services.

II. Summary: (Concise summary, not exceeding \_\_\_\_\_ words - group words, terms, and phrases)

This grant award is made pursuant to the provisions of California Insurance Code Section 1872.83 and S.B. 953 and shall be used solely for the purposes of enhanced investigation and prosecution of workers compensation insurance fraud cases.

III. Outcomes/Objectives:

To reduce workers' compensation fraud through effective investigation and prosecution in San Francisco, and to network statewide.

IV. Effects of Reduction or Termination of These Funds:

The District Attorney's Office in San Francisco will be unable to vigorously investigate and prosecute escalating workers' compensation fraud.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			<u>188,188</u>		<u>N/A</u>	
Personnel			<u>162,360</u>			
Equipment			<u>16,418</u>			
* Contract Svc.			<u>-0-</u>			
Mat. & Supp.			<u>-0-</u>			
Facilities/Space			<u>-0-</u>			
Other			<u>-0-</u>			
Indirect Costs			<u>9,410</u>			

VI. Data Processing

(Leave unentered blank)

VII. Personnel

FTE CSC			<u>2.73 FTE</u>		
P/T CSC			<u>-0-</u>		
Contractual			<u>-0-</u>		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained only upon continued source of funding.

\* VIII. Contractual Services: Open Bid N/A Sole Source N/A

(If sole source, attach Request for Quotation Form)

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

Item 11 - File 147-93-2

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the City Librarian to apply for, accept and expend funds retroactively, not to exceed \$45,545 available through the California Library Service Board matching funds for Student Matching and Student Support Service Program, which includes indirect costs in the amount of \$2,278 or five percent of the total grant

**Grant Amount:** Not to exceed \$45,545

**Grant Period:** July 1, 1992 through June 30, 1993

**Source of Funds:** California Library Literacy Service Funds

**Project:** Project Read, Tutor and Student Matching and Support Services

**Description:** Project Read is the adult literacy program of the San Francisco Public Library. Project Read offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers.

The proposed grant would be used to match tutors to students. The funds will be used specifically to pay for partial salaries of the Volunteer Manager and the Tutor Student Services Coordinator and for costs of printing announcements for workshops.

<b>Budget:</b>	<u>Personnel</u> (Incl. 14% Fringe Benefits)	<u>FTE</u>	
	Volunteer Manager	0.7	\$28,108
	Student Tutor Services Coordinator	0.3	<u>12,046</u>
	Total Personnel	1.0	\$40,154
	<u>Operating Costs</u>		
	Printing		<u>3,222</u>
	Total Direct Charges		\$43,376
	Indirect (5% of Operating Costs)		<u>2,169</u>
	Total		\$45,545

**Required Match:** \$210,433

BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

**No. of Persons Served:** 300 tutors and 300 students

**Indirect Costs:** \$2,169 or five percent of Operating Cost

**Comments:**

1. Ms. Ana Linder of the Public Library reports that the contractual services would be provided on a sole-source basis to the Friends of the San Francisco Public Library. According to Ms. Linder, Friends of the San Francisco Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Public Library's services.
2. The \$210,433 required match is in-kind services included in the Public Library's 1992-93 budget.
3. The Public Library has completed a Disability Access Checklist which is in the file.
4. The Grant Application Information Form prepared by the department is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library/Project Read

Contact Person: Ana Linder Telephone: 557-4388

Project Title: Tutor and Student Matching and Support Services

Grant Source: California Library Literacy Service Funds (CLSA)

Proposed (New / Continuation) Grant Project Summary:  
The CLSA matching funds will be used to match tutor and students and to provide them with additional instructional and support services.

**PERSONNEL**

CLSA funds will be used to pay for partial salaries of the Volunteer Manager and the Tutor Student Services Coordinator.

Volunteer Manager: Amy Differding, meets with every student and tutor, and makes matches. She conducts reading assessments, ascertains individual's goals, and finds out availability and preferences. She coordinates Continuing Education Classes for tutors.

Student/Tutor Services Coordinator: Joan Sykes Okelo, coordinates learner workshops (writing and reading series) and monthly student meetings. She also coordinates Student Contacts and Tutor Contacts, a group of volunteers (35 individuals) who call tutors and students monthly to see how their doing, to announce events and document tutoring hours.

**PRINTING**

CLSA funds will be used to cover the cost of printing announcement for workshops for tutors and students.

Amount of Grant Funding Applied for: \$45,545

Maximum Funding Amount Available: N/A

Required Matching Funds: \$210,433

Number of Positions Created and Funded: 0(2 positions already established)

Amount to be Spent on Contractual Services: 43,376

Will Contractual Services be put out to Bid? no

Friends of the San Francisco Public Library have been contracted and have managed Project Read grants for many years free of administrative charges.

Term of Grant: July 1, 1992 - June 30, 1993

Date Department Notified of Available funds: January 1993

Application Due Date: December, 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

see attached

\_\_\_\_\_  
Department Head Approval



Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

Item 1m - File 147-93-3

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the City Librarian to apply for funds not to exceed \$28,445 available through the United States Department of Education for a Project Read Student Support Service Program, which includes indirect costs in the amount of \$1,355 or five percent of the total grant

**Grant Amount:** Not to exceed \$28,445

**Grant Period:** October 1, 1993 through September 30, 1994

**Source of Funds:** U.S. Dept. of Education, Library Services and Construction Act (LSCA), Title VI

**Project:** Project Read, Student Support Services

**Description:** Project Read is the adult literacy program of the San Francisco Public Library. The program offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to volunteer tutors.

The proposed grant would provide tutors with continuing education workshops, social events, monthly phone calls, a quarterly newsletter, support groups, a tutor recognition event, and consultations with a reading specialist.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Volunteer Manager	0.5	\$15,500
	Fringe Benefits		<u>2,325</u>
	Total Personnel	0.5	\$17,825

Operating Costs

Supplies	\$1,500
Workshops and Consultations	
Continuing education sessions	900
(6 workshops at \$150 each)	
Assessments with Reading Specialists	
(25 sessions at \$75 per session)	1,875
Printing	3,000

Includes continuing education session announcements, continuing education instruction materials, comprehensive evaluation, recognition event invitations,

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

support group announcements, and  
newsletters

Postage 2,000

Continuing education workshop  
announcements, support group  
announcements, recognition event  
invitation, and newsletters

Total Operating Costs 9,275

Total Direct Costs \$27,100

Indirect Costs (5% of total direct costs) 1,355

Total Proposed Grant \$28,455

Required Match: None

No. of Persons Served: 300 tutors

Indirect Costs: \$1,355 or five percent of total direct costs

Comments: 1. Ms. Ana Linder, Grants Coordinator for the Public Library, reports that the proposed grant is for \$28,455 although, the proposed resolution shows the grant amount as \$28,445. Therefore, the proposed resolution should be amended to increase the grant amount by \$10 from \$28,445 to \$28,455.

2. Ms. Linder indicates that the contractual services would be provided on a sole-source basis to the Friends of the San Francisco Public Library because the Friends of the San Francisco Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Library's services.

3. The Public Library has completed a Disability Access Checklist which is in the file.

4. The Grant Application Information Form prepared by the department is attached.

Recommendation: Amend the proposed resolution by increasing the grant amount by \$10 from \$28,445 to \$28,455 and approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

File Number \_\_\_\_\_

## Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library/Project Read

Contact Person: Ana Linder Telephone: 557-4388

Project Title: Tutor Support Services

Grant Source: Dept. of Education LSCA title VI

Proposed (New / Continuation) Grant Project Summary:

Project Read is the adult Literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to volunteer tutors.

No matter where or with whom our volunteers are placed, the majority express feelings of isolation and instruction difficulties when tutoring. To address these issues we propose to provide tutors with: continuing education workshops, social events, monthly phone calls, a quarterly newsletter, support groups, a tutor recognition event, and consultations with a reading specialist.

Amount of Grant Funding Applied for: \$ 28,445

Maximum Funding Amount Available: \$ 35,000

Required Matching Funds: -0-

Number of Positions Created and Funded: 1/2

Amount to be Spent on Contractual Services: \$ 27,100

Will Contractual Services be put out to Bid? No

Term of Grant: October 1, 1993 - September 30, 1994

Date Department Notified of Available funds: November 6, 1992

Application Due Date: January 15, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See Attached

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Department Head Approval

Item 1n - File 147-93-4

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the City Librarian to apply for funds not to exceed \$34,965 available through the United States Department of Education for a Project Read Outreach Project, which includes indirect costs in the amount of \$1,665 or five percent of the total direct grant costs.

**Grant Amount:** Not to exceed \$34,965

**Grant Period:** October 1, 1993 through September 30, 1994

**Source of Funds:** U. S. Department of Education, Library Services and Construction Act (LSCA), Title VI

**Project:** Project Read, Outreach Project

**Description:** Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers.

The proposed grant will fund the Outreach Project designed to advertise services offered at Project Read to potential adult students who often lack access to information. The Outreach Project is also designed to seek qualified volunteers. The Outreach Project will involve community agencies, businesses, churches, and professional organizations to invite more adult learners, and more African-American and Latino volunteer tutors.

**Budget:** The proposed grant funds would purchase contractual services from Friends of the San Francisco Library, a non-profit organization. The Friends of the San Francisco Public Library's budget for the Outreach Project is as follows:

<u>Personnel</u>	<u>FTE</u>	
Outreach Coordinator	0.75	\$22,000
Fringe Benefits		3,300
Total Personnel	0.75	\$25,300

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

<u>Operating Costs</u>	
Supplies	\$2,500
Printing	
Bus posters	2,200
Flyers and posters	1,700
Information and referral packets	800
Transportation	<u>800</u>
Total Operating Costs	<u>\$8,000</u>
Total Direct Cost	\$33,300
Indirect Charges (5% of Total Direct Cost)	<u>1,665</u>
Total Proposed Grant	\$34,965

**Required Match:** None

**Indirect Costs:** \$1,665 or five percent of total direct costs

**Comments:** 1. Ms. Ana Linder of the Public Library reports that the contractual services would be provided on a sole-source basis to the Friends of the San Francisco Public Library. According to Ms. Linder, the Friends of the San Francisco Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Library's services.

2. The Public Library has completed a Disability Access Checklist which is in the file.

3. The Grant Application Information Form prepared by the department is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

File Number \_\_\_\_\_

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library/ Project Read

Contact Person: Ana Linder Telephone: 557-4388

Project Title: Outreach Project

Grant Source: Dept. of Education, LSCA title VI

**Proposed (New / Continuation) Grant Project Summary:**

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to implement a student and minority tutor outreach project.

A number of barriers must be overcome for a person to come to Project Read. Getting the word out to potential students is a challenge because adults who lack reading skills often lack access to information. A well-developed outreach plan can do much to pave the way to literacy for an increasing number of adults. To reach potential minority volunteers, a personal, culturally appropriate approach is necessary. Project Read proposes to implement an outreach plan that involves, community agencies, businesses, churches, professional organizations, tutors and students to invite more adult learners and more African-American and Latino volunteers to join our program.

Amount of Grant Funding Applied for: \$34,965

Maximum Funding Amount Available: \$ 35,000

Required Matching Funds: -0-

Number of Positions Created and Funded: 3/4

Amount to be Spent on Contractual Services: \$33,300

Will Contractual Services be put out to Bid? NO

Friends of the San Francisco Public Library have been contracted and have managed Project Read grants for years free of administrative charges.

Term of Grant: October 1, 1993 - September 30, 1994

Date Department Notified of Available funds: November 6, 1992

Application Due Date: January 15, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See Attached

Department Head Approval

Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

Item 10 - File 147-93-5

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the City Librarian to apply for funds not to exceed \$34,997 available through the United States Department of Education for a Project Read Student Support Services Program, which includes indirect costs in the amount of \$1,667 or five percent of the total grant

**Grant Amount:** Not to exceed \$34,997

**Grant Period:** October 1, 1993 through September 30, 1994

**Source of Funds:** U.S. Department of Education, Library Services and Construction Act (LSCA), Title VI funds

**Project:** Project Read, Student Support Services

**Description:** Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to enhance program effectiveness.

The proposed grant would be used to provide stronger learner involvement in the Project Read program, by providing opportunities for adult learners to meet and learn from one another. The proposed grant would be used to create structure and opportunity for adult learners to increase their education and contribute to the program and to each other. The Public Library would provide an adult learner council, writing workshops, quarterly workshops and an adult learner event.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Student Support Coordinator	1.0	\$24,000
	Fringe Benefits ( 14% of salary)		<u>3,360</u>
	Total Personnel	1.0	\$27,360

<u>Operating Costs</u>	
Supplies	\$1,500
Writing Instructor's Fees	2,700
18 writing workshops at \$150 for each workshop	
Instructional Workshops	270

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
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Printing	1,000
Workshop materials, workshop announcements and recognition event invitations	
Postage	<u>500</u>
Workshop announcements, recognition event invitations	
Total Operating Costs	<u>5,970</u>
Total Direct Costs	\$33,330
Indirect Charges (5% of Total Direct Costs)	<u>1,667</u>
Total Proposed Grant	\$34,997

**Required Match:** None

**No. of Persons Served:** 300 adults

**Indirect Costs:** \$1,667 or five percent total direct costs

**Comments:**

1. Ms. Ana Linder of the Public Library reports that the contractual services would be provided on a sole-source basis by the Friends of the San Francisco Public Library. The Friends of the San Francisco Library started Project Read in 1983, and thus is very knowledgeable about the program and the San Francisco Library's services, according to Ms. Linder.
2. The Public Library has completed a Disability Access Checklist which is in the file.
3. The Grant Application Information Form prepared by the department is attached.

**Recommendation:** Approve the proposed resolution.



File Number \_\_\_\_\_

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library/ Project Read

Contact Person: Ana Linder Telephone: 557-4388

Project Title: Student Support Services

Grant Source: Dept. of Education LSCA title VI

Proposed (New / Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to enhance program effectiveness.

One need that has evolved as Project Read has grown and matured is the need for stronger learner involvement in our program, and more opportunities for adult learners to meet and learn from one another. Many adult learners who come to Project Read for help feel that they, alone, have problems reading and writing. The shame they feel often keeps them isolated. We propose to create structure and opportunity for adult learners to increase their education and contribute to the program and to each other. Proposed designs include: an Adult Learner Council, Writing Workshops, Quarterly Workshops and an Adult Learner Event.

Amount of Grant Funding Applied for: \$34,997

Maximum Funding Amount Available: \$ 35,000

Required Matching Funds: -0-

Number of Positions Created and Funded: 3/4

Amount to be Spent on Contractual Services: \$33,330

Will Contractual Services be put out to Bid? NO

Friends of the San Francisco Public Library have been contracted and have managed Project Read grants for years free of administrative charges.

Term of Grant: October 1, 1993 - September 30, 1994

Date Department Notified of Available funds: November 6, 1992

Application Due Date: January 15, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See Attached

Department Head Approval

Item 1p - File 147-93-6

**Department:** San Francisco Public Library

**Item:** Resolution authorizing the Public Library to apply for \$35,000 in grant funds from the United States Department of Education Library Services and Construction Act (LSCA) for the purchase of foreign language materials for the Fiscal Year 1993/94: with indirect costs not included in this budget

**Grant Amount:** \$35,000

**Grant Period:** October, 1993 through September, 1994

**Source of Funds:** United States Department of Education Library Services and Construction Act (LSCA), Title V

**Project:** Purchase of Chinese and Spanish language reference books, popular reading materials and language learning materials

**Description:** The proposed grant would enhance collections and services for Chinese-speaking and Spanish-speaking residents of San Francisco. The existing focused Spanish and Chinese language collections will be broadened in anticipation of renovation and expansion of the two branches (Chinatown and Mission Branches) housing these collections. In addition, two smaller core collections at Richmond and Excelsior Branches will be expanded to meet the needs of Spanish and Chinese speaking populations residing in these two neighborhoods.

**Budget:** The budget totalling \$35,000 for the purchase of library materials written in the Chinese and Spanish languages is as follows:

<u>Books</u>	<u>Chinese</u>	<u>Spanish</u>
Adult		
Self-help	\$3,000	\$3,800
Business	1,000	1,000
Reference	3,500	3,000
Children		
Reference and school support	3,000	1,800
Family sharing	3,500	3,000
<u>Audio-Tapes</u>		
Adult	1,000	1,200
Children	500	500

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<u>Video-Tapes</u>		
Adult	3,000	700
Children	500	500
<u>Computer Software</u>		
	500	<u>0</u>
Total	\$19,500	\$15,500

**Required Match:** None

**Comments:**

1. LSCA grant funds can only be expended for library materials. Therefore, indirect costs are not included in this request.
2. The Public Library has completed a Disability Access Checklist which is in the file.
3. The Grant Application Information Form prepared by the department is attached.

**Recommendation:** Approve the proposed resolution.

File Number \_\_\_\_\_

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Library

Contact Person: Neel Parikh Telephone: (415) 557-4355

Project Title: Chinese and Spanish Language Collection Expansion

Grant Source: U.S. Department of Education: Foreign language materials acquisition program

Proposed (New / Continuation) Grant Project Summary:

The purpose of this grant is to enhance collections and services for Chinese-speaking and Spanish-speaking residents of San Francisco. The existing focused Spanish and Chinese language collections will be broadened, in anticipation of the renovation and expansion of the two branches (Chinatown and Mission Branches) housing these collections. In addition, two smaller core collections at Richmond and Excelsior Branches will be expanded to meet the needs of Spanish and Chinese speaking populations residing in these two neighborhoods. All collections will be supported by bilingual staff working with community agencies and media, these collections will be promoted widely in Spanish-speaking and Chinese-speaking communities.

Amount of Grant Funding Applied for: \$35,000

Maximum Funding Amount Available: \$976,000

Required Matching Funds: -0-

Number of Positions Created and Funded: -0-

Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? -0-



Grant Application Information Form  
Page 2

Term of Grant: October 1993 to September 1994

Date Department Notified of Available funds: December 1992

Application Due Date: February 19, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

LSCA

TITLE V - FOREIGN LANGUAGE MATERIALS ACQUISITION -

Sec. 501. (a) The Secretary shall carry out a program of making grants from sums appropriated pursuant to section 4(a)(4) to State and local public libraries for the acquisition of foreign language materials.

(b) Recipients of grants under this title shall be selected on a competitive basis.

(c) No grant under this title for any fiscal year shall exceed \$35,000, except that-

(1) not more than 30 percent of the funds available for grants under this title in any fiscal year may be used to make grants in amounts between \$35,000 and \$125,000; and

(2) no recipient may receive more than one grant under this title for any fiscal year.

All grant funds must only be expended for library materials. Therefore, indirect costs are not included in this request.

\_\_\_\_\_  
Department Head Approval

Memo to Government Efficiency and Labor Committee  
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Item 1q - File 148-93-2

**Department:** Department of Public Works (DPW)

**Item:** Resolution authorizing the Director of Public Works to apply for, accept and expend a Federal grant administered by the California Department of Forestry and Fire Protection for the planting of trees using small local business as contractors, waiving indirect costs, placing \$147,200 on reserve.

**Grant Amount:** \$147,200

**Grant Period:** July 1993 through August 1994

**Source of Funds:** Federal Small Business Administration (SBA) funds administered by the California Department of Forestry and Fire Protection

**Application Due Date:** February 11, 1993

**Project Title:** Street Tree Replacement Project

**Description:** The Federal Small Business Administration (SBA) Tree Planting Program funds grants to states for the purpose of stimulating small businesses and providing increased job opportunities in local communities. The California Department of Forestry and Fire Protection (CDF) administers this grant program in California. The grant requires that all trees must be purchased from small business nurseries and planted by small businesses (a small business has 100 or less employees).

The proposed grant would provide for replacing an estimated 736 street trees which are dead or declining throughout the City. These 736 street trees represent 3.7 percent of the total estimated 20,000 street trees in the City and maintained by the DPW's Bureau of Street Cleaning and Urban Forestry.

The proposed grant requires that the DPW's Bureau of Street Cleaning and Urban Forestry provide for in-kind services within its existing budget including the responsibilities of public notification of tree plantings and tree removal and maintenance of the newly planted trees over a three year period. These in-kind services are

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estimated to cost \$723,540 over the three year maintenance period or approximately \$241,180 per year on average.

**Project Budget:**

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
15 Gallon Standard Nursery Stock	736 Trees	\$50	\$36,800
Staking Hardware	736 Sets	20	14,720
Basin Preparation	736 Operations	10	<u>7,360</u>
Subtotal			\$58,880
Staff Labor and Supervision	2,940 Hours	\$18.50	\$54,390
Contractor's Administration	1,476 Hours	17.35	<u>25,610</u>
Subtotal			80,000
Contingency (6.0 percent rounded)			<u>8,320</u>
Total			\$147,200

**Required Match:** (1) \$29,440\* cash amount paid to the California Department of Forestry and Fire Protection (CDF), from 1/2 cent Transportation Sales Tax funds already appropriated to the DPW. The \$29,440 is to cover CDF administrative costs.

(2) \$723,540\* in-kind services over the next three years from 1/2 cent Transportation Sales Tax for the maintenance of the newly planted street trees.

\*Total of \$752,980.

**Indirect Costs:** None. The Federal Small Business Administration does not allow funding for indirect costs. The grant instructions specify only direct costs as eligible.

**Comments:** 1. Mr. Dan McKenna of the DPW's Bureau of Street Use and Mapping (BSM) advises that the project's local cash share of \$29,440 has been appropriated in the Bureau of Street Cleaning and Urban Forestry's budget from the FY 1992-93 Transportation Sales Tax funds for the planting and maintenance of street trees. The FY 1992-93 appropriated amount of Transportation Sales Tax for street trees is \$700,000.

2. Mr. McKenna also advises that the maintenance of the trees over the next three years will be apportioned from those Transportation Sales Tax appropriations that have been set aside annually for street tree maintenance. Mr. John Roumbanis of DPW's Bureau of Street Cleaning and Urban Forestry advises that the maintenance of the 736 new

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street trees over the next three years can be absorbed within the DPW's existing staff capability to maintain street trees throughout the City. Mr. Roumbanis advises that the annual cost to maintain a mature tree is \$81 and the annual cost to maintain a new tree during the first three years is \$155. Thus, the annual maintenance cost for each of the first three years is \$114,080 (736 x \$155) and \$59,616 (736 x \$81) annually thereafter for the 736 new street trees.

3. However, the \$81 annual cost per tree would be incurred in any event to maintain the existing 736 trees that would be replaced. Therefore the only new cost is the \$74 difference between the annual cost for the first three years (\$155), and the normal, ongoing annual cost (\$81) resulting in an additional annual cost of \$54,464 (736 x \$74) for each of the first three years.

4. Ms. Denise Brady of DPW-BSM advises that two or more local contractors will be selected to plant the 736 new street trees as required by the provisions of the grant application. Ms. Brady concurs with the Budget Analyst, that the grant funds should be reserved until the Department provides information on the selection of the proposed contractors including MBE/WBE participation.

5. Although the title of the proposed resolution identifies the reserving of the \$147,200 grant amount, the body of the resolution does not provide a resolved clause which would reserve the \$147,200 grant amount. The proposed resolution should be amended to add a resolved clause reserving the \$147,200 grant amount.

6. The Grant Application Information Form is attached.

7. The DPW has completed a Disability Access Checklist which is included in the Board of Supervisors file.

8. Because DPW has submitted their application on February 8, 1993 to meet the application due date of February 11, 1993, the subject resolution should be approved retroactively.

**Recommendation:**

1. Amend the proposed resolution by adding a second Resolved clause after Line 25 on Page 1 as follows (see Comment No. 4):

"FURTHER RESOLVED, that this Board of Supervisors reserves \$147,200 pending selection of the contractors."

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2. The proposed resolution should be approved retroactively (see Comment No. 8).
3. Approve the proposed resolution as amended.



Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Public Works

Contact Person: Dan McKenna Telephone: 554-6700

Project Title: Street Tree Replacement Project

Grant Source: 1993 National Small Business Administration Tree Planting Program

Proposed (New / Continuation) Grant Project Summary:

The Department of Public Works' Urban Forestry Division has identified 736 street trees which are dead or declining throughout the City. This proposed project would negotiate a contract with at least two small local businesses to replant these trees.

The matching funds would include three years of maintenance for the newly planted trees.

Amount of Grant Funding Applied for: \$147,200

Maximum Funding Amount Available: \$200,000

Required Matching Funds: \$752,980

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$147,200

Will Contractual Services be put out to Bid? Yes

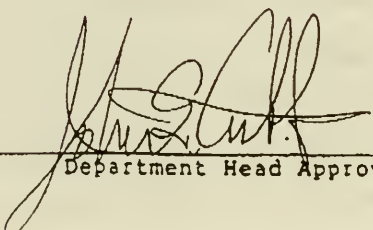
Term of Grant: August 1993 through August 1994

Date Department Notified of Available funds: December 28, 1992

Application Due Date: February 11, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See Attachment



\_\_\_\_\_  
Department Head Approval

Memo to Government Efficiency & Labor Committee  
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Item 2 - File 65-93-2

**Note:** This item was continued at the February 17, 1993 Government Efficiency & Labor Committee Meeting.

**Department:** Port of San Francisco

**Item:** Ordinance authorizing a lease of City property with Crowley Marine Services, Inc.

**Location:** Pier 54, Port of San Francisco

**Purpose of Lease:** Crowley Marine Services, Inc., would utilize Port space at Pier 54 for: (1) tug and tow operations and purchasing and administrative operations, currently located in Oakland and Alameda, and (2) ferry maintenance, engineering, and water taxi operations currently located at Pier 9, Port of San Francisco.

**Lessor:** City and County of San Francisco

**No. of Sq. Ft.** 116,037 sq. ft. of revenue space including 26,000 sq. ft. of shed space, 2,450 sq. ft. of office space, and 87,587 sq. ft. of pier space and 175,000 sq. ft. of water space

**Rent Payable by Crowley to Port:** \$21,725 per month (\$260,700 annually) adjusted by the Consumer Price Index (CPI) beginning in the second year, with a base of July 1993

**Term of Lease:** 15 years, commencing July 1, 1993

**Right of Renewal:** Two five-year options based on mutual agreement, with the rent to be renegotiated upon exercise of the first option. The options would be subject to approval of the Board of Supervisors.

**Description:** Crowley currently operates its ferry maintenance and engineering shop and the water taxi service out of Pier 9. Its tug and tow, purchasing, and administrative staff are currently located in Oakland and Alameda. This proposed agreement expands Crowley's presence in San Francisco by relocating the Pier 9 operations and the Oakland/Alameda operations to Pier 54.

According to Ms. Veronica Sanchez of the Port, a projected 40 to 50 additional maritime-related jobs in San Francisco would result from the proposed relocation.

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Ms. Dorothy Schimke of the Port reports that Crowley plans to invest over \$1 million in improvements to Pier 54 to accommodate its proposed uses, including upgrades of the offices and sheds, fendering,<sup>1</sup> and paving. In addition, the condition of Pier 54 is such that a portion of the deck would require rebuilding at an estimated cost of approximately \$286,606. According to Ms. Schimke, such repairs to the Pier would be required for any maritime or industrial tenants and therefore the Port would pay for such repairs. Further, portions of the substructure are badly spalled,<sup>2</sup> and the Port proposes to reinforce those portions by the shotcrete<sup>3</sup> method, at an estimated cost of \$700,000 at some time during the term of this proposed lease, as determined by the Port. The proposed improvements are capital improvements to Pier 54. According to Ms. Sanchez, the estimated life of these improvements is in excess of 25 years.

Because the Port does not have the in-house capability to perform the shotcreting, the proposed shotcreting work would be contracted out unless the Port develops an in-house shotcreting capability in the future.

Crowley agrees to advance payments for the cost of the deck repair materials in the amount of \$103,751. Crowley would be reimbursed for the advance payment of \$103,751 through a rent credit of \$2,000 per month over the first five years of the lease, which computes to a net present value to Crowley of approximately \$108,598, using the Port's discount rate of eight percent.

Crowley also agrees to pay the Port the sum of \$578,557 to perform the required fendering work, as previously described.

The following lease provisions would also apply to the proposed lease:

- 1) Dockage - In the event of double or triple stacking of vessels or barges, Crowley will pay dockage for the double or triple stacked vessels based on the effective tariff rates.
- 2) Subleasing - Crowley would be allowed to sublease space pursuant to the Port Commission's standard policy,

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<sup>1</sup>A fender is a piece of timber, bundle of rope, or the like, attached to a dock for the purpose of lessening shock or preventing chafing.

<sup>2</sup>Split or chipped.

<sup>3</sup>Shotcrete is a method of strengthening or reinforcing surfaces or joints by applying concrete under pressure to the surface or joint.

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except that any net profits from subleasing would be shared with the Port, with the Port to receive 60 percent and Crowley to keep 40 percent. Should Crowley sublease space for more than two years, the sublet portion must be discrete and severable and would, at the Port's option, revert to control of the Port for other Port purposes.

- 3) Dredging - Any dredging required during the term of the lease would be performed by Crowley at its sole expense.
- 4) Hazardous Materials - Any costs of handling, disposing of or remediation of hazardous materials introduced onto the premises during Crowley's tenancy will be the sole responsibility of Crowley. A survey will be performed prior to commencement of the lease, including the pier and water areas, to determine a baseline condition.

According to Ms. Diane Artz of the Port, Crowley is currently paying \$3,961.02 per month in rent to the Port for 11,462 sq. ft. of shed space and 4,840 sq. ft. of apron space (space between the shed and the water) at Pier 9. In consideration for being released from the provisions of the existing Pier 9 lease, Crowley has agreed to pay the Port the sum of \$500 per month for a five year period. (See Comment Nos. 1 and 2). The effective termination of the existing Pier 9 lease would be August 1, 1993.

**Comments:**

1. The details of the rental rate provisions for the first year of the proposed lease are as follows:

Year 1: \$20,225.00/mo. derived as follows:

Base rent, based on rates of \$0.26/s.f. for 26,000 sq. ft. of shed space, \$0.15/s.f. for 87,587 sq. ft. of pier space and \$0.745/s.f. for 2,450 sq. ft. of office space

\$21,725

Consideration for early termination of the Pier 9 lease

500

Construction credit

(2,000)

\$20,225

In subsequent years the base rent would be adjusted by changes in the CPI. In addition, the \$2,000 monthly construction credit and the \$500 monthly early termination payment would terminate at the end of the fifth year.

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**BUDGET ANALYST**



2. The net present value of the \$500 per month for 60 months that Crowley would pay to the Port for consideration for early termination of the Pier 9 lease is \$24,659, using the Port's discount rate of eight percent. The \$500 payment was negotiated by the Port and Crowley, considering that Crowley would have approximately two years remaining on the Pier 9 lease, at the monthly rental payment rate of \$3,961.02.

3. Ms. Artz reports that the Deputy City Attorney assigned to the Port has stated that the provisions of Charter 7.402-1, "Lease of Real Property in Excess of 10 Years or Having Revenue of at Least \$1,000,000," require that the two five-year options contained in the proposed lease agreement be approved by the Board of Supervisors.

**Recommendations:** Approve the proposed lease.

Item 3 - File 97-93-11

1. The proposed ordinance would amend Section 16.157 of the Administrative Code to approve the City's FY 1993-94 Health Service System plans and rates of contribution as adopted by the Health Service Board to be paid by the members of the system. The members of the system are comprised of employees, retirees, and the surviving spouses of employees and retirees of the City and County of San Francisco, the San Francisco Unified School District and the Community College District.

2. The Board of Supervisors previously adopted a resolution (File 78-93-1) setting the City's contribution to the Health Service Fund for FY 1993-94 at \$172.85 per month for each member. The City's contribution was established in accordance with Charter Sections 8.423 and 8.428, which set the average contribution rate based on a survey of the ten most populous counties in California. The City's contribution of \$172.85 per month (\$2,074.20 per year) represents an increase of \$9.58 per month, or 5.9 percent over the FY 1992-93 rate of \$163.27 per month (\$1,959.24 per year).

3. Once the City's contribution is established, member contributions are calculated by the Health Service System actuary, Rael and Letson, Consulting Actuaries in order to ensure that contributions from all sources will be adequate to support anticipated claims for the upcoming fiscal year. The proposed ordinance would establish member contribution rates for FY 1993-94 pursuant to Charter Sections 8.421 and 8.422. Charter Sections 8.421 and 8.422 require approval by three-fourths of the members of the Board of Supervisors after the Board has secured an actuarial report of the costs and effects of any proposed change in the benefits of the Health Service System or rates of contribution. Contribution rates vary according to: (1) whether or not a member is an active employee, retired employee, or surviving spouse; (2) whether or not that individual has Medicare coverage; and (3) which of the City's five health plans that individual elects to join. The actuarial report and details of the member contribution rates are contained in the Clerk's file.

4. Five plans will be offered in the 1993-94 fiscal year. The plans are:

- City Health Plan\*
- Kaiser Foundation Health Plan
- Aetna Health Plans of Northern California  
(formerly Bay Pacific)
- Qual-Med California (formerly Bridgeway and Heals)
- Foundation Health Plan

\*Administered by the Health Service System.

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5. The total revenue generated from employer and member contributions for the health plans in 1993-94 is estimated to be \$148.6 million. A summary of the revenue sources is as follows:

	Amount (Millions)	Percent of Total Contributions
City and County Contribution		
- Current Employees	\$51.3	34.5
- Retired Employees and Surviving Spouses	22.1	14.9
School District/Community College District Contribution		
- Current Employees	16.2	10.9
- Retired Employees and Surviving Spouses	<u>7.4</u>	<u>5.0</u>
Total Employer Contributions	\$ 97.0	65.3
Employee Contributions	<u>51.6</u>	<u>34.7</u>
Total Contributions	\$148.6	100.0

6. Of the total estimated employer contributions of \$97.0 million, approximately \$47,112,000, or approximately 48.6 percent, would be contributed from the City's General Fund. The remaining \$49,888,000 of employer contributions would be paid from the City's Special Funds (e.g., Airport, Port, Water Department and Hetch Hetchy) and from School District and Community College District revenue sources.

7. According to the Health Service System, the increase in employer contributions is \$9.58 per employee per month, which was established based on a survey of average contribution rates for the ten most populous counties in California. Mr. Randall Smith of the Health Service Board advises that increased medical costs result in increased employee contributions and decreased benefits in some health plans. The cost changes to employees range from a reduction of \$4.81 per month (\$57.72 annually) to an increase of \$30.12 per month (\$361.44 annually) depending on the health plan selected. However, the City's contribution is established in accordance with Charter Sections 8.423 and 8.428, and therefore cannot be increased.

A comparison of the FY 1992-93 monthly rates for active and retired City employees with the proposed FY 1993-94 rates adopted by the Health Service Board and the monthly difference in costs are as follows:

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	1992-93 Monthly Rates	1993-94 Monthly Rates	Monthly Difference
<u>City Health Plan</u>			
Single Employee	\$38.00	\$39.40	\$ 1.40
Employee plus one dependent	200.00	214.11	14.11
Employee plus two dependents	305.00	307.43	2.43
<u>Kaiser Foundation Health Plan</u>			
Single Employee	10.18	7.00	(3.18)
Employee plus one dependent	174.17	169.36	(4.81)
Employee plus two dependents	285.71	281.14	(4.57)
<u>Aetna Health Plans of Northern California</u>			
Single Employee	10.53	12.91	2.38
Employee plus one dependent	173.88	184.30	10.42
Employee plus two dependents	268.42	284.41	15.99
<u>Qual-Med California</u>			
Single Employee	5.00	7.86	2.86
Employee plus one dependent	160.90	166.84	5.94
Employee plus two dependents	245.04	275.16	30.12
<u>Foundation Health Plan</u>			
Single Employee	7.35	7.82	.47
Employee plus one dependent	162.07	168.24	6.17
Employee plus two dependents	274.78	286.45	11.67

Changes to health plan benefits include higher payments for prescription drugs (from \$4 to \$5 for a generic prescription and from \$9 to \$10 for a brand name prescriptions) under the City Health Plan and surcharges for particular prescriptions and costs for delivery services under the Kaiser Foundation Plan. A full description of these changes is provided in the Attachment.

8. The total estimated cost of \$148.6 million for the various health plans for FY 1993-94 includes the employer and employee contributions and represents an average increase of approximately 5.7 percent over the FY 1992-93 costs of \$140.6 million. The projected total premium contributions (in millions) based on current plan membership for the six\* health plans (assumes all current members continue to subscribe to the same health plans in 1993-94) are as follows:

\* See footnote on next page.



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	<u>1992-93 Projected Premiums</u>	<u>1993-94 Projected Premiums</u>	<u>Percentage Increase</u>
City Health Plan	\$43.9	\$46.7	6.4
Kaiser Foundation Health Plan	59.4	62.9	5.9
Bridgeway Health Plan*	20.2	21.0	4.0
Aetna Health Plans of Northern California	11.1	11.5	3.6
Qual-Med California	5.8	6.3	8.6
Foundation Health Plan	<u>0.2</u>	<u>0.2</u>	<u>—</u>
Total	\$140.6	\$148.6	9.0

\* Bridgeway Health Plan has merged with Qual-Med as of December 31, 1992 and will be consolidated as a single health plan for City employees effective July 1, 1993, resulting in five plans instead of six plans.

9. The City is continuing to provide employer paid dental benefits to most employees for the second year. This benefit was extended as a result of the passage of Proposition B on the November, 1991 ballot and Memorandum of Understanding entered into by the City and employee organizations. The Health Service Board has approved the continued offering of three dental plans, Delta Dental of California, DentiCare and Safeguard Dental Plans. As of February 1, 1993, a total of 18,267 employees are enrolled for the City paid dental plans for projected 1993-94 total premiums, based on current membership, of \$11.3 million, as follows.

<u>Dental Providers</u>	<u>Employee Membership</u>	<u>Projected 1993-94 Premiums*</u>
Delta Dental Plan	13,722	\$9,972,229
DentiCare Dental Plan	3,578	1,043,642
Safeguard Dental Plan	<u>967</u>	<u>267,613</u>
Total	18,267	\$11,283,484

\* There are no rate changes or benefit changes for the employer paid dental plans between 1992-93 and 1993-94 as all three plans have a two-year rate guarantee.



10. The 1993-94 premium monthly rate schedules for employer contributions are as follows:

	<u>1993-94 Monthly Rates</u>
<u>Delta Dental Plan</u>	
Single Employee	\$31.15
Employee plus one dependent	57.04
Employee plus two dependents	91.41
<u>Denticare Dental Plan</u>	
Single Employee	\$16.75
Employee plus one dependent	22.45
Employee plus two dependents	33.00
<u>Safeguard Dental Plan</u>	
Single Employee	\$14.24
Employee plus one dependent	21.70
Employee plus two dependents	32.48

11. A choice of three dental plans that are fully paid for by retirees and active employees, who are not eligible for employer paid dental coverage, will also continue to be offered with no cost to City. The dental plans will have a reduced benefit design in order to reduce the premium cost for participants. The same three dental providers will offer these programs. The DentiCare and Safeguard prepaid plans will retain the same contribution rates and benefits. The Delta Dental Plan, which is an indemnity fee-for-service plan, will have a rate increase of 20.9 percent which will be guaranteed for a two-year period with the addition of a two-year participation requirement.

12. A comparison of the employee contribution FY 1992-93 monthly dental rates with the proposed FY 1993-94 rates adopted by the Health Service Board and the monthly difference in costs are as follows:

	<u>1992-93 Monthly Rates</u>	<u>1993-94 Monthly Rates</u>	<u>Monthly Difference</u>
<u>Delta Dental Plan</u>			
Single Employee	\$20.93	\$25.75	\$ 4.82
Employee plus one dependent	41.45	50.16	8.71
Employee plus two dependents	61.14	69.10	7.96

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	1992-93 Monthly Rates	1993-94 Monthly Rates	Monthly Difference
<u>Denticare Dental Plan</u>			
Single Employee	\$13.15	\$13.15	\$0
Employee plus one dependent	17.55	17.55	0
Employee plus two dependents	26.33	26.33	0
<u>Safeguard Dental Plan</u>			
Single Employee	\$8.65	\$8.65	\$0
Employee plus one dependent	15.40	15.40	0
Employee plus two dependents	21.85	21.85	0

13. It is estimated that the three dental plans that are fully paid for by retirees and active employees who are not eligible for employer paid coverage will generate \$1.4 million in premium revenues based on the current 5,262 membership. A description of benefit changes for the Delta Dental Plan is provided in the Attachment.

Recommendation

Approve the proposed ordinance.

## **HEALTH PLAN**

### **1993-94 BENEFIT CHANGES**

#### **CITY HEALTH PLAN**

- The copayment for prescription drugs will increase from \$4 to \$5 for a generic prescription and from \$9 to \$10 for a brand name prescription. The amount of drug which may be dispensed will remain at up to a 90-day supply.

#### **KAISER FOUNDATION**

The following benefit changes all of which are related to prescription drugs will be effective July 1, 1993:

- **Prescription Brand Name Drugs**

This benefit change is being initiated for all 2.5 million members of the Kaiser Health Plan in 1993. A surcharge, in addition to the \$5 copayment, will be applied to prescriptions if a particular brand name drug is dispensed instead of the available generic. The surcharge is equal to the difference between the Member Rate price of the brand name drug and the generic. The Member Rate is the price that members without Drug Plan coverage pay. For example, diazepam is available as a generic and as the brand name Valium. If an employee specifies that Valium be dispensed, instead of generic diazepam, the employee will be charged the difference in price between the generic and brand name drug in addition to the \$5 copayment. For example:

Valium	5 mg #100 = \$58.95
Generic diazepam	5 mg #100 = <u>6.25</u>
Difference (surcharge)	\$52.70

In rare instances, a particular brand of drug may be considered medically necessary. If this applies, the employee may file an appeal for waiver of the surcharge through their Kaiser pharmacy. The appeal will be reviewed by a committee and if the waiver is approved, the employee will receive a refund for the applicable surcharge paid.

- **Nicotine Prescription Products**

Coverage will be limited to one course of therapy not to exceed 12 weeks' duration per calendar year.

Coverage will be limited to 50% of the Member Rate price of the drug. The member Rate is the price that members without Drug Plan coverage pay. For example, the Member Rate for a box of 15 mg of nicotine patches (Nicotrol) is \$52.00. The employee's price will be 50% of this cost or \$26.00.

- 1) In order to receive this 50% coverage, a prescription must be written by a Kaiser Permanente physician and the employee or a dependent must be enrolled in a Kaiser Permanente approved smoking cessation program.

Prescription Drug Delivery

Beginning July 1, 1993, delivery will no longer be provided to members at no charge. The Kaiser facilities listed below which have offered no charge delivery service in the past will begin charging the following fees on July 1, 1993:

Hayward	\$ 3.75
Martinez	3.00
Oakland	3.75
Pleasanton	3.00
Richmond	3.00
San Francisco	3.10
Vallejo	2.75
Walnut Creek	3.00

**QUALMED HEALTH PLAN**

The QualMed California Health Plan has merged with the Bridgeway Plan for Health and PCA Health Plans of Sacramento to form one health plan which will be called QualMed Plans for Health.

**DENTAL PLAN**

**1993-94 BENEFIT CHANGES**

**DELTA DENTAL** - (Non-employer Paid Plan only)

The following benefit changes will occur to the contributory or non-employer paid dental plan offered to retirees and active employees who are not eligible for the employer paid dental program:

- 1) The annual benefit year (July-June) maximum has been raised to \$750 per year.
- 2) The Diagnostic and Preventive Benefits (Examinations, Cleanings and X-Rays) have been reduced from 100% to 80% of usual, customary and reasonable charges.
- 3) The plan will have a two (2) year lock-in and lock-out feature as part of the participation requirement.

This requirement means that if an employee or retiree enrolled on July 1, 1993 that he or she must remain in the Delta Dental Plan for two (2) years or until June 30, 1995. If the retiree leaves the Delta Plan during this open enrollment, except to participate in the DentiCare or Safeguard Dental Plans, he or she will be locked-out or not allowed to participate in the Delta Dental Plan for two years.

Item 4 - File 30-92-4.1

**Department:** Department of Public Health (DPH)

**Item:** Resolution authorizing an amendment to the AB 75 Capital Outlay Plan for the City, to revise one previously approved San Francisco General Hospital (SFGH) capital improvement project budget, to add three new SFGH capital improvement projects, and to authorize expenditure of \$281,602 of interest earned on the AB 75 Capital Outlay Funds for capital improvement projects at SFGH.

**Amount:** \$281,602

**Source of Funds:** AB 75 Capital Outlay Funds

**Description:** The Board of Supervisors previously approved legislation (File 146-91-4) authorizing the DPH to adopt the AB 75 Capital Outlay Plan and authorizing the DPH to expend the grant allocation of \$3,991,643 from the AB 75 Capital Outlay Fund for County and private hospital and non-hospital capital outlay purposes including facility repairs, renovation, remodeling, expansion, acquisition and equipment needs. The State requires that no less than 67 percent of the Fund be allocated to hospitals and no more than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community-based or free clinics.

The DPH is now proposing to amend the AB 75 Capital Outlay Plan to revise one previously approved SFGH capital improvement project, to add three new SFGH capital improvement projects and to authorize expenditure of \$281,602 of interest monies earned on the AB 75 Capital Outlay Funds. The State requires that the Board of Supervisors approve all major changes to the AB 75 Capital Outlay Plan.

**Revise Previously Approved Project** \$32,183

The DPH reports that the previously approved project to install double doors with a lock in the intake area of the Emergency Room (ER) Department at SFGH was originally estimated to cost \$63,000. However, the DPH advises that the actual cost of the project was \$95,183 or \$32,183 more than the original estimate. According to Mr. Jeff Leong of the DPH, the original estimate was an early projection, which was based on limited information regarding the scope of the project.

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**Addition of Three New Projects**

**Transition Nursery** **\$185,419**

Ward 6A at SFGH would be remodeled to accommodate an interim nursery during the renovation of the main hospital nursery. This Project includes electrical, mechanical and architectural work to meet codes required for a nursery.

**Ward 7D Nurse Call System** **17,000**

This project involves the installation of an emergency nurse call system on both sides of Ward 7D, the locked ward of the hospital, to replace a non-functioning nurse call system.

**Oral Surgery Suction System Repair** **47,000**

This project involves the repair and replacement of vacuum lines which provide suction to maintain clear patient airways during the performance of dental work or oral surgery.

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**Total Proposed Amendment to AB 75 Cap Out Plan** **\$281,602**

The DPH advises that the \$281,602 in interest earned would be used to pay for the revised project to install the double doors in the intake room of the ER Department at SFGH and to complete the proposed three new projects.

**Comments:**

1. Mr. Leong reports that the AB 75 Capital Outlay Funds are deposited into a trust fund, as required by the State. Mr. Leong advises that State regulations require that all interest earned on the AB 75 Capital Outlay Funds be expended on capital projects.

2. Ms. Angela Carmen of the SFGH advises that SFGH intends to select contractors to perform the necessary construction and repair work on the proposed three new contracts, by competitive bid. Since the contractors have not, as yet, been selected, the \$281,602 in earned interest should be placed on reserve pending SFGH's selection of contractors, the MBE/WBE status of the contractors and the contract cost details.

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**Recommendation:** Amend the proposed resolution to reserve the \$281,602 in interest earned, pending the SFGH's selection of contractors, the MBE/WBE status of the contractors and the contract cost details and approve the proposed resolution as amended.



Item 5 - File 27-93-4

**Department:** San Francisco International Airport

**Item:** Resolution approving the Agreement for Operator-Assisted Long Distance Service from Public Pay Telephones between AT&T and the City and County of San Francisco, acting by and through the Airports Commission.

**Agreement Amount:** The higher of either a \$0.036 commission fee per passenger or a \$1,100,000 minimum guaranteed amount for each year of the agreement, to be paid to the City by AT&T.

**Agreement Period:** Two years commencing 60 days after approval by the Board of Supervisors.

**Description:** Under the proposed Agreement, AT&T would operate as the "default carrier" for operator-assisted long distance service for the Airport which would affect 820 public pay telephones. As the default carrier, AT&T automatically would connect long distance calls when the caller does not specify a certain long distance carrier for billing.

The Airport reports that it received two proposals in response to its Request For Proposal (RFP) for default carrier services. Proposals for the Agreement were submitted by MCI and AT&T. The Airport advises that MCI submitted a non-responsive proposal because it did not comply with terms set forth in the RFP.

AT&T would annually pay to the Airport the higher of either a commission fee of \$0.036 per passenger that boards or exits a plane, or a minimum annual guarantee of \$1,100,000. The Airport advises that the \$0.036 per passenger commission fee amount and the minimum annual guarantee amount of \$1,100,000 would remain the same for both years of the proposed agreement.

**Right of Renewal:** One one-year renewal option

**Comments:** 1. The Airport states that AT&T is currently the default carrier for operator-assisted long distance service for the Airport's public pay telephones under a formal agreement between the Airport and AT&T. The current agreement, according to the Airport, also provides for a \$1,100,000 minimum annual guarantee or a \$0.036 per passenger

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commission fee payable to the Airport by AT&T. Ms. Angela Gittens of the Airport reports that under the current agreement, the Airport, in calendar year 1992, generated approximately \$1,152,000 in commission fee revenues from AT&T based on an estimated 32 million passengers (32 million passengers x \$0.036). Ms. Gittens advises that the current agreement is due to expire on March 31, 1993, but that the expiration date of the agreement would be extended to coincide with the effective date of the proposed agreement.

2. Ms. Gittens reports that passenger levels are projected to increase three percent per year, increasing from approximately 32 million passengers in 1992 to approximately 33 million in 1993 and to approximately 34 million in 1994. Based on these yearly passenger level projections, annual commission fee revenues for the first year of the proposed agreement would increase from \$1,152,000 in 1992 to approximately \$1,188,000 in 1993 (33 million x \$0.036) and for the second year of the agreement would increase from approximately \$1,188,000 in 1993 to approximately \$1,224,000 (34 million x \$0.036) in 1994.

3. The Airport indicates that a minimum annual guarantee is requested in order to protect the Airport against a potential loss in revenues should there be a downward fluctuation in airline passenger levels.

4. The Airport notes that the minimum annual guarantee of \$1,100,000 is included in the current 1992-93 Airport budget.

**Recommendation:** Approve the proposed resolution.



Item 6 - File 61-93-3

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Resolution granting extension of time to award Municipal Railway Contract No. MR-1150, MUNI Metro Turnaround Facility.

**Description:** Section 6.1 of the Administrative Code requires that the award of a City contract be made not later than 60 days after receipt of bids unless the time for letting such a contract is extended by resolution of the Board of Supervisors upon recommendation of the Department, Board or Commission responsible for such an award of the contract.

On December 18, 1992, the Public Utilities Commission (PUC) Utilities Engineering Bureau (UEB) received seven bids for the construction of Municipal Railway (MUNI) Metro Turnback Facility. The apparent low bidder was Tutor-Saliba/Perini, a Joint Venture at \$94,639,010.50. The seven construction contractor firms and the bid amounts were as follows:

<u>Contractor</u>	<u>Amount</u>
Tutor-Saliba/Perini, A Joint Venture	\$94,639,010.50
Dillingham/Obayashi, A Joint Venture	95,025,340.00
Kiewit Construction Company	96,190,903.00
Traylor Bros./Frontier-Kemper, A Joint Venture	100,321,600.00
Granite/Morrison-Knudsen A Joint Venture	102,285,145.00
Atkinson/Interbeton, A Joint Venture	104,875,908.00
Olsen/Shea, A Joint Venture	108,131,670.00

The MUNI Metro Turnback Facility is funded with grants from the Federal Transit Administration (FTA) and from local and regional contributions including the Transportation 1/2 cent Sales Tax, State Rail Bonds and the local Transit Impact Development Fee. Under FTA guidelines, bidders with complaints regarding the award of a contract may submit written protests at any time after bid opening but no later than five days after their receipt of notification of proposed award. If their protest is denied, they have the right to appeal the denial first to the UEB Manager and then, if denied a second time, to the PUC.

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Subsequent to the bid opening, the PUC Contract Compliance Office received several complaints regarding the MBE/WBE subcontractors included in the Tutor-Saliba/Perini's bid proposal, challenging their MBE/WBE status. The PUC Contract Compliance Office advised UEB that their staff required at least four weeks to resolve the protests and determine the responsiveness of the apparent low bidder.

UEB advises that in order to resolve the complaints including (1) satisfying FTA guidelines and (2) meeting the time needs requested by the PUC Contract Compliance Office, UEB would need more than sixty (60) days to award the contract. Therefore, on January 26, 1993 (39 days after the bid opening), the PUC approved a request to the Board of Supervisors to extend the time for award of the subject MUNI contract.

**Comments:**

1. Mr. Flint Nelson of UEB advises that the PUC Contract Compliance Office notified UEB on March 5, 1993, that Tutor-Saliba/Perini had achieved a MBE/WBE participation of 26.7 percent, exceeding the established 25 percent goal set for this construction contract, and recommended that the prior contract award to this firm should be sustained. Mr. Nelson also advises that all bidders have been notified on March 8, 1993 (1) of PUC's intention to award the contract to Tutor-Saliba/Perini, and (2) of the rights of the other bidders to submit a written protest under the FTA procedures. To date, only the second low bidder, Dillingham Construction Company has filed a protest under these guidelines.

2. The PUC is expected to review and decide on the award of the MUNI Metro Turnback Facility contract at its regularly scheduled meeting of March 23, 1993 (95 days after the bid opening).

3. Mr. Arnold Baker of the PUC Contract Compliance Office advises that the low bid of \$94,639,010.50 submitted by Tutor-Saliba/Perini includes a \$11,413,700 allowance for additional work, if needed to complete the work of the project, resulting in a current estimated cost of \$83,225,310.50. According to Mr. Baker, the level of MBE/WBE participation, totaling \$22,190,766 is based on that portion of the bid amount totaling \$83,225,310.50 (which excludes the allowance for additional work (\$94,639,010.50 less \$11,413,700)). Thus, the MBE/WBE participation is 26.7 percent (\$22,190,766 divided by \$83,225,310.50). Details of the MBE/WBE participation are as follows:

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<u>Sub Contractor</u>	<u>Category</u>	<u>Amount</u>
Nationwide Construction (steel reinforcing)	WBE	\$5,291,000
Korotkin Associates (landscaping)	WBE	<u>91,766</u>
Subtotal (WBE)		\$5,382,766
Rainbow Construction (Railwork)	MBE	\$3,308,000
Rios Grading, Inc. (backfill, demolition)	MBE	3,810,000
S & S Trucking (dirt removal)	MBE	750,000
Accu-Crete (pile hole, concrete)	MBE	2,490,000
Anzalone & Associates (painting)	MBE	80,000
Landavazo Bros., Inc. (concrete)	MBE	5,420,000
Automatic Switching & Control (Systems)	MBE	650,000
National Electric Supply Co., Inc. (electrical supplier)	MBE	<u>300,000</u>
Subtotal (MBE)		\$16,808,000
Total		<u>\$22,190,766</u>

4. The proposed resolution to extend the period for awarding the Municipal Railway Contract No. Mr-1150 does not specify the actual number of additional days needed to award the contract. Under these circumstances, Mr. Nelson of UEB has requested that the proposed resolution be amended so that the time needed be identified as an additional 90 days (in addition to the 60 days allowed by Administrative Code Section 6.1 for a total of 150 days to May 17, 1993).

**Recommendation:** Amend the proposed resolution on Line 20 by adding after the word "extended" the phrase "an additional 90 days", and approve the proposed resolution as amended.

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Item 7 - File 64-93-4

**Department:** City Attorney  
Real Estate

**Item:** Resolution authorizing a month-to-month lease

**Location:** 1390 Market Street (Fox Plaza), Suite 1010

**Purpose of Lease:** Overflow office space for eight City Attorney staff that are assigned to the City Attorney's operations on the Mezzanine floor of Fox Plaza

**Lessor:** CALFOX, Inc.

**Number of Sq. Ft.,  
and Cost/Month:** Approximately 1,979 sq. ft. @ \$1.42/sq.ft. = \$2,804/month

**Increase/Decrease:** The proposed monthly rent is the same as the previous lease.

**Total Cost:** \$14,833 for the balance of fiscal year 1992-93 from January 23, through June 30, 1993, or \$33,648 on an annual basis (\$2,804 x 12).

**Utilities and Janitor  
Provided by Lessor:** Yes

**Source of Funds:** General Fund

**Term of Lease:** The proposed month-to-month lease would commence on January 23, 1993. The proposed lease does not specify a final, termination date.

**Comments:** 1. The City Attorney began a temporary lease on the tenth floor of Fox Plaza (Suite 1010, an office) on January 23, 1992 in order to relocate staff from the Mezzanine floor that would be displaced by a (then) anticipated construction of an expansion of the City Attorney's child care center, also on the Mezzanine floor. The original temporary lease was only for the construction period which was expected to be completed in approximately three and one half to six weeks. The original lease included a ninety day cancellation clause whereby at the end of construction, the City Attorney could cancel the lease by giving ninety days notice. The City Attorney preliminarily indicated that the lease could end by June 30, 1992 but could be extended to January 22, 1993 subject to appropriation of funding in the annual City Attorney's annual budget for 1992-93.

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2. The lease of Suite 1010 was to accommodate four Deputy City Attorneys, one law student, and three employees of the Bureau of Building Inspection (the City Attorney's child care facility was to be expanded into space occupied by both the City Attorney and the Bureau of Building Inspection). The 1,979 square feet of space in Suite 1010 provides approximately 247 square feet of space for each of the eight individuals. In general, the Real Estate Department uses 200 square feet per full-time employee as a standard of sufficient space.

3. Mr. Charlie Dunn of the Real Estate Department reports that the anticipated construction of an expansion to the City Attorney's child care center at Fox Plaza has never begun because obtaining the required State and local permits made the expansion too costly.

4. The City Attorney's Office now has their Construction Contract Team with a total staff of 12 in Suite 1010 including six Deputy City Attorneys, one Paralegal, three interns and two secretaries. The City Attorney's Office indicates that Suite 1010 is now completely outfitted with phones, computer equipment and office furniture and that moving all of this equipment out of Suite 1010 and reinstalling it someplace else would cost an estimated \$12,000.

5. Mr. Dunn indicates that the Real Estate Department is in the process of renegotiating with CALFOX, Inc. for all of the City Attorney's space at Fox Plaza, including the child care center, in order to acquire the necessary space for all of the City Attorney's needs. According to Mr. Dunn, these renegotiations are expected to be completed by May or by December, 1993 at the latest. Therefore, the City Attorney is requesting a month-to-month lease for the space in Suite 1010 pending completion of the renegotiations.

6. According to the Real Estate Department, the proposed monthly rental rate of \$2,804 for 1,979 square feet at \$1.42 per square foot represents the current fair market rental for the proposed space.

7. The fact remains that the City Attorney's Office originally justified temporarily leasing Suite 1010 because of the construction associated with a planned expansion of their child care facility on the Mezzanine that would have required the temporary relocation of some City Attorney and Bureau of Building Inspection staff. The expansion of the child care facility has not occurred and is not now anticipated to occur. However, the City Attorney continues to occupy Suite 1010 and is now requesting that the lease be extended indefinitely (month-to-month basis with no termination date). Also, Suite 1010 is now being used exclusively by the City Attorney's staff and the Bureau of Building Inspection staff, some of which were supposed to have been relocated into Suite 1010, remain on the Mezzanine.

8. For the reasons stated in Comment 7 above, approval of the proposed resolution to further extend a temporary lease indefinitely, on a month to month basis, is a policy matter for the Board of Supervisors.

**Recommendation:** Approval of the proposed resolution to further extend a temporary lease indefinitely on a month-to-month basis is a policy matter for the Board of Supervisors.



Item 8 - File 106-93-1

**Note:** This item was continued at the February 17, 1993 Government Efficiency and Labor Committee Meeting.

**Department:** Civil Service Commission

**Item:** Transmitting 1) Civil Service Commission Pay Equity Report for Fiscal Year 1993-94, and associated appendices, which the Civil Service Commission approved at its meeting of January 4, 1993 and 2) Civil Service Staff Salary Standardization Report for Fiscal Year 1993-94, and associated appendices, with proposed benchmark compensation adjustments approved for classifications subject to the provisions of Charter Sections 8.400, 8.401, and 8.407 which the Civil Service Commission also approved at its meeting of January 4, 1993.

**Description:** Pay Equity Report

According to Section 8.407-1 of the San Francisco Charter, the Civil Service Commission is required to conduct a pay equity survey comparing City classifications disproportionately occupied by minorities and women and City classifications not disproportionately occupied by minorities and women. In making adjustments to the basic rates of pay recommended by the Civil Service Commission in its Salary Standardization Survey, the Board of Supervisors may not make upward pay equity adjustments that exceed the equity differentials identified by the Civil Service Commission in this survey, according to the Charter.

The Civil Service Commission approved the pay equity survey at its meeting of January 4, 1993, and it was subsequently transmitted, as required by Charter, to the Board of Supervisors before February 1.

**Comments:** 1. Although the Charter uses the word "survey" to describe the Pay Equity Report, the Civil Service Commission, in conformance with guidelines established by the Mayor's Office, does not conduct original research but rather relies on information gathered by Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington. The Pay Equity Report consists of the following:

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- a. An update, with new salary data, of relevant survey data used to identify pay equity differentials, based on point evaluation pay equity studies conducted in Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington.
  - b. Updated appendices of the City's work force composition as of June 30, 1991, including the percentage of women and minority representation by salary, benchmark and job classification, and the percentage of all groups in the workforce.
  - c. An updated publication of the pay equity differential booklet.
2. The Pay Equity Report is primarily used as one basis by the Employee Relations Division of the Mayor's Office to negotiate pay equity agreements with public employee organizations.
3. This Pay Equity Report has been transmitted to the Board of Supervisors every year for the past seven years. Since the Report is to be used for informational and for administrative purposes only and does not draw any conclusions, the transmittal of this Pay Equity Report requires no action on the part of the Board of Supervisors.

**Description:**

**Salary Standardization Report**

Charter Section 8.401 established the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid "... in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.



The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage rate, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

**Comments:**

1. In the past, the Civil Service staff have conducted a preliminary salary standardization survey of other jurisdictions and reported the results of that survey in a "preliminary" report in January of each year. The Civil Service staff would then conduct a second survey in order to update the preliminary report data in their "final" in February or March. Mr. Geoffrey Rothman of the Civil Service Commission indicates that beginning with fiscal year 1993-94, the Civil Service staff now conducts only one salary standardization survey for each new fiscal year. Therefore, the data reported in the proposed "preliminary" Civil Service Staff Salary Standardization Report for fiscal year 1993-94 is the same as the final 1992-93 survey data. The "final" salary standardization survey for 1993-94, including the Pay Equity Report, of other jurisdictions has been completed. However, Mr. Pat Finney of Civil Service reports that salary levels for 1993-94 have not yet been finalized for classifications represented by the Service Employees International Union (SEIU) Locals 535, 250, and 790 and the International Federation of Professional and Technical Engineers Local 21 unions which are still negotiating with the City to determine wages through collective bargaining (see Comment 2, below). Mr. Finney indicates that because of interactions between salary levels that are determined by salary standardization and salary levels that are being determined by collective bargaining, the annual Salary Standardization Ordinance cannot be finalized until collective bargaining has been finalized.

2. Proposition B allows unions representing City employees to elect to determine wages through collective bargaining instead of by the current salary standardization method

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under Charter Section 8.407. Mr. Finney reports that the Service Employees International Union (SEIU) Locals 535, 250, and 790 and the International Federation of Professional and Technical Engineers Local 21 unions, representing approximately 70 percent of the City's employees, have elected to determine wages through collective bargaining pursuant to Proposition B.

3. Due to extended collective bargaining negotiations, a Motion is calendared before the Board of Supervisors at its meeting of March 15, 1993 (File 106-93-2) to extend the Charter mandated deadline for final passage of the Salary Standardization Ordinance for fiscal year 1993-94 by the Board to April 26, 1993 in order to allow sufficient time to complete collective bargaining negotiations and publishing of the "final" Civil Service Staff Salary Standardization Report for fiscal year 1993-94. Mr. Finney indicates that the proposed transmittal should be continued until collective bargaining negotiations and the Salary Standardization Ordinance have been finalized.

4. As of the writing of the reports, cost estimates are pending finalization of negotiations for the City's 1993-94 costs of Salary Standardization for Miscellaneous employees.

**Recommendation:** Continue this item pending transmittal of the final Salary Standardization Report for fiscal year 1993-94 from the Civil Service Commission to the Board of Supervisors.

Item 9 - File 166-93-2

**Department:** Tax Collector  
Department of Public Health (DPH)

**Item:** Resolution authorizing the Attorney for the Tax Collector to institute legal proceedings for the recovery of value of services rendered at hospital facilities (San Francisco General and Laguna Honda Hospitals) operated by the San Francisco Department of Public Health.

**Amount:** \$15,953.85

**Description:** The proposed resolution would authorize the Attorney for the Tax Collector to begin legal proceedings to recover a total of \$15,953.85 for unpaid medical services rendered to a patient by Laguna Honda Hospital and San Francisco General Hospital. The Attorney for the Tax Collector reports that this resolution pertains to recovering monies from the spouse of the patient. The patient received care at both Laguna Honda Hospital and San Francisco General Hospital but did not pay for the care.

State Welfare and Institutions Code Section 17300 requires that the Attorney for the Tax Collector receive authorization by the Board of Supervisors before legal proceedings may be instituted against the responsible relative. The account numbers and amounts involved are as follows:

<u>Account Number</u>	<u>Amount</u>
LHH 85-00-6126700	\$10,653.57
SFGH 86-00-01076203011100	3,494.93
Interest Charge *	<u>1,805.35</u>
Total	\$15,953.85

\*Interest at seven percent per annum for two years and eleven months.

**Comments:**

1. The Tax Collector's Office reports that the files of its Bureau of Delinquent Revenue reflect that at the time of hospitalization and at the present time, the spouse named as the responsible relative of the patient was and is financially able to pay for these unpaid hospital bills.
2. The spouse has claimed that she is not liable because, at the time the medical services were provided, she and the patient were separated, although they were living in the same house. However, Mr. Robert Fletcher, attorney for the Tax Collector's

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Office, advises that according to Section 17300 of the Welfare and Institutions Code, the County has the authority to collect from the spouse for a medical bill as long as the patient and spouse were legally married at the time the services were provided, if the spouse has the financial ability to pay the bill. In this case, the patient and spouse were legally married at the time the medical services were provided, and are still legally married, according to Mr. Fletcher.

3. Mr. Fletcher indicates that the interest shown on the proposed resolution is understated and should be increased by \$1,066.80 from \$1,805.35 to \$2,872.15. Therefore the proposed resolution should be amended to reflect \$2,872.15 in interest which when added to the outstanding balance of \$10,653.57 (Laguna Honda Hospital) and \$3,494.93 (San Francisco General Hospital) totals \$17,020.65.

**Recommendations:**

1. Amend the proposed resolution to reflect \$2,872.15 in interest which when added to the outstanding balance of \$10,653.57 (Laguna Honda Hospital) and \$3,494.93 (San Francisco General Hospital) totals \$17,020.65 in unpaid hospital bills for which recovery is sought by the Attorney for the Tax Collector.

2. Approve the proposed resolution as amended.



Item 10 - File 172-93-10

**Department:** Public Utilities Commission (PUC)  
Municipal Railway

**Item:** Resolution approving Amendment No. 8 to professional services agreement with Bechtel Corporation for construction management and engineering support services in an amount not to exceed \$20,584,970 and extending the professional services agreement through May 1, 1996.

**Amount:** Not to exceed \$20,584,970

**Description:** Section 3.502 of the City Charter requires that contracts other than for construction requiring anticipated expenditures of \$10 million or more, or the amendment to such contracts having an impact of more than \$500,000, shall be subject to approval of the Board of Supervisors (see Comment No 3 below).

The construction of the Municipal Railway (MUNI) Metro Turnaround facility involves tunneling in soft ground directly over the Bay Area Rapid Transit (BART) transbay tubes and deep excavation adjacent to historic buildings along the Embarcadero Roadway. The Public Utilities Commission (PUC) has concluded that the construction manager must be knowledgeable and expert in the specific construction techniques and methodologies required to inspect these complex construction operations properly, monitor the effects of tunneling and excavation activities over the BART and the valuable properties along the Embarcadero, and respond quickly and effectively to problems as they occur in the field to minimize risks of danger to life, limb and property.

On August 21, 1985, the PUC authorized an agreement with Bechtel National, Inc. for professional services for \$1,360,200 (1) to prepare the necessary studies and documents for the MUNI Metro Turnaround environmental review and (2) to provide preliminary engineering and detailed design for the MUNI Metro Turnaround facility.

Subsequently, from April 22, 1986 through September 8, 1992, the PUC approved seven amendments to the agreement with Bechtel Corporation increasing the agreement by \$15,997,827 from \$1,360,200 to \$17,358,027 in order to accomplish additional work for the MUNI Metro Turnaround facility, as follows:

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Memo to Government Efficiency and Labor Committee  
March 17, 1993 Government Efficiency and Labor Committee Meeting

**Original Contract** \$1,360,200

**Amendment No. 1** 270,718

Provide a detailed operations analysis of MUNI's objectives and criteria, and to determine the benefits/costs for meeting the operational objectives and criteria.

**Amendment No. 2** 170,412

Provide additional operations studies, ridership projections, and construction feasibility studies.

**Amendment No. 3** 884,000

Complete the environmental work and associated engineering design.

**Amendment No. 4** 798,897

Complete the preliminary engineering work.

**Amendment No. 5** 4,387,358

Provide additional consultant services to complete the first phase of final, detailed engineering design.

**Amendment No. 6** 8,836,605

Provide additional consultant services to complete the second phase of final, entailed engineering design.

**Amendments  
No. 7 and 7a** 649,837

Provide for project management and engineering support services during the bid and award phase of the MUNI Metro Turnaround facility, and for preliminary advance construction phase services, through March 5, 1993.

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Total Original Contract and  
Seven Amendments \$17,358,027

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The proposed resolution would add Amendment No. 8 to the existing contract with Bechtel Corporation for an additional \$20,584,970 to include construction monitoring and inspection, quality assurance and project controls, engineering support services, submittals and change order management, site security and safety management, test and start-up activities, and project close-out bringing the total cost of the current agreement with the Bechtel Corporation to \$37,942,997 (\$20,584,970 + \$17,358,027).

PUC has approved this additional work for the Bechtel Corporation because, as the principal project designer for the MUNI Metro Turnaround facility since 1985, the Bechtel Corporation has unique knowledge and experience in the specialized construction methods required for the new facility. In that regard, the PUC Finance Bureau, in January 1992, received approval from the Federal Transit Administration (FTA) to award a sole source agreement to the Bechtel Corporation for construction management services subject to the establishment of independent oversight of all change orders and field changes over \$50,000.

The PUC request and the FTA approval for a sole source award of contract to the Bechtel Corporation was contingent on the contractor's previous and continuing work on the proposed MUNI Metro Turnaround facility. The plans and specifications already prepared by Bechtel not only define the structures to be built but also prescribe precisely how these structures are to be built. Bechtel Corporation has devised an extensive instrumentation program to monitor earth movement, subsidence and deformation to keep the affects of construction on adjacent structures within safe and acceptable limits. As the designers most intimately knowledgeable of the conditions and specific construction techniques developed for this project, the continuity afforded by having Bechtel Corporation serve as the construction manager is considered essential for its success, according to PUC.

**Contract Budget:** The proposed \$20,584,970 cost would be divided between construction management (\$14,134,500) and engineering support (\$6,450,470) and also divided between the prime contractor, Bechtel Corporation (\$9,327,430) and several sub-contractors (\$11,257,540) of which \$6,827,470 would be allocated to MBE/WBE firms, as follows:

**BOARD OF SUPERVISORS**  
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Memo to Government Efficiency and Labor Committee  
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**Construction Management:**

Prime Contractor, Bechtel Corporation

Field engineering and inspection change control	\$7,028,609
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Sub-Contractors, MBE

<u>PGH Wong</u> , Systemwide testing; signal and communication engineering support	\$494,955
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<u>John Warren</u> , Scheduling, concrete specialist and utilities engineering support	868,670
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<u>EPC</u> , Tunnel inspection	872,969
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<u>Luster</u> , Contract administration, field engineering and quality assurance	1,241,517
--	-----------

<u>Miscellaneous MBE's</u> , secretarial support	864,541
--	---------

<u>Materials Testing Laboratory</u> , materials testing	<u>250,000</u>
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Subtotal	4,592,652
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Sub-Contractors, WBE

Quasar

Electrical inspection, estimate and mechanical and electrical engineering support	\$310,035
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Faye Bernstein

Adjacent building structural engineering and inspection	131,641
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Public Affairs Management	
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Community Relations	<u>376,607</u>
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Subtotal	818,283
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Sub-Contractors, Non-MBE/WBE

Don Todd

Administration and estimation	\$771,501
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Harding and Lawson

Hazardous materials	104,298
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Dames and Moore

Instrumentation and geotechnical engineering	255,784
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Towill

Survey and settlement monitoring	133,620
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Board of Consultants

Project guidance	<u>429,753</u>
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Subtotal	1,694,956
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Total - Construction Management	<u>\$14,134,500</u>
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**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Government Efficiency and Labor Committee  
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**Engineering Support**

**Prime Contract, Bechtel Corporation**

Review and approval of submittals \$2,298,821

**Sub-Contractors, MBE**

**PGH Wong**

Systemwide testing, signal and communication  
engineering support \$300,000

**John Warren**

Scheduling, concrete specialist and utilities  
engineering support 39,875

**AGS**

Instrumentation evaluation engineering 279,164

**Luster**

Contract administration, field engineering and  
quality assurance 62,291

**Miscellaneous MBE's, secretarial support** 5,000

Subtotal 686,330

**Sub-Contractors, WBE**

**Quasar**

Electrical inspection, estimate, and mechanical  
and electrical engineering support \$260,000

**Faye Bernstein**

Adjacent building structural engineering and  
inspection 470,205

Subtotal 730,205

**Sub-Contractors, Non-MBE/WBE**

**T. Y. Lin, International**

Excavation and structural engineering  
support \$340,012

**Don Todd**

Administration and estimation 238,628

**Dames and Moore**

Instrumentation and geotechnical engineering 1,756,474

**Towill**

Survey and settlement monitoring 400,000

Subtotal 2,735,114

Total - Engineering Support \$6,450,470

Grand Total for Contract Amendment \$20,584,970

**Comments:**

1. Mr. Flint Nelson of the PUC's Utilities Engineering Bureau (UEB) advises that the MBE/WBE participation plan for the subject amendment to the Bechtel Corporation contract represents 33.2 percent (25.7 percent MBE + 7.5 percent WBE) within the total contract amount of \$20,584,970 as follows:

**BOARD OF SUPERVISORS**  
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Memo to Government Efficiency and Labor Committee  
 March 17, 1993 Government Efficiency and Labor Committee Meeting

Category	Construction Management		Engineering Support		Total	
	Amount	Percent	Amount	Percent	Amount	Percent
Prime Contractor	\$7,028,609	49.7	\$2,298,821	35.6	\$9,327,430	45.3
MBE Sub-Contractors	4,592,652	32.5	686,330	10.7	5,278,982	25.7
WBE Sub-Contractors	818,283	5.8	730,205	11.3	1,548,488	7.5
Non MBE/WBE-Contractors	<u>1,694,956</u>	<u>12.0</u>	<u>2,735,114</u>	<u>42.4</u>	<u>4,430,070</u>	<u>21.5</u>
Totals	\$14,134,500	100.0	\$6,450,470	100.0	\$20,584,970	100.0

2. In previous legislation (File 172-92-14) the Board of Supervisors authorized the PUC to execute a Full Funding Grant Agreement with the Federal Transit Administration (FTA) for this project. That agreement established \$131,402,500 as the maximum Federal contribution to the MUNI Metro Turnback Project. The total estimated cost for the project is \$202,332,384 of which the difference of \$70,929,884 (\$202,332,384 less \$131,402,500) will be contributed from local and regional funding resources such as Transportation 1/2 cent Sales Tax, State Rail Bonds and the local Transit Impact Development Fee.

3. Deputy City Attorney Angela Karikas advises that previous Amendments 6 and 7 to the subject Bechtel contract should have been submitted for approval by the Board of Supervisors under provisions of Section 3.502 of the City Charter because these amendments were greater than \$500,000 each and resulted in increasing the cumulative amount of the Bechtel contract as amended to above \$10 million.

4. The Resolved Clause in the proposed resolution should be amended on page 3, line 19 to correct a clerical error. The amount of the contract amendment should be changed from \$20,854,970 to \$20,584,970.

**Recommendations:** 1. Amend the proposed resolution on Page 3, Line 19, by changing \$20,854,970 to \$20,584,970.

2. Normally, the Budget Analyst would recommend approval of this proposed contract amendment. However, as noted in Comment No. 3 above, the Department has not complied with the Charter provision to submit certain previous amendments to the Board of Supervisors for approval. Therefore, the Budget Analyst considers that approval of the

**BOARD OF SUPERVISORS**  
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**Memo to Government Efficiency and Labor Committee**  
**March 17, 1993 Government Efficiency and Labor Committee Meeting**

**proposed resolution is a policy matter for the Board of Supervisors.**

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

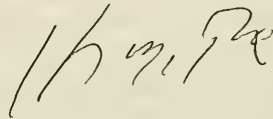


Item 11 - File 53-93-1

1. This item is a hearing to consider a history and progress of the Clean Water Program.

2. In connection with this hearing, the Department of Public Works has provided the attachment entitled Progress of San Francisco's Clean Water Program.

3. On March 12, 1993, the Budget Analyst transmitted his management audit report of the San Francisco Clean Water Enterprise Program to the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Bierman  
President Alioto  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Barbara Kolesar  
Ted Lakey

## **Progress of San Francisco's Clean Water Program**

### **Developing the Master Plan**

Like many older cities in the United States, San Francisco has a combined sewer system which collects storm water runoff and sewage in the same pipe. During rainy periods, the combined flows may exceed treatment plant capacity and the excess untreated wastewater is discharged into San Francisco Bay and the Pacific Ocean. These rain-induced overflows are called "combined sewer overflows" or CSOs.

With completion of the collection and treatment of all dry weather sewage flows in the mid-1960's, the Regional Water Quality Board (the Board) directed the City to develop a Master Plan for controlling wet weather overflows from its combined system. Work began in 1967 to develop this, the third sewage Master Plan in the history of San Francisco.

A Master Plan for Wastewater Management was prepared by the City in 1971 to upgrade treatment facilities and tackle the CSO problem. Passage of the Clean Water Act in 1972 gave further impetus to the City to develop an aggressive timetable for completing all projects required by the State and Federal governments to control CSOs and increase the efficiency of treatment plants. Between 1972 and 1974, work was initiated on completing the requisite CEQA and NEPA documents.

In 1974, a joint Environmental Impact Report/Statement (EIR/S) was adopted by the Board of Supervisors and certified by the Environmental Protection Agency following public review of a revised Master Plan and its environmental effects. The 1974 Master Plan proposed a series of large underground structures along San Francisco's shoreline to intercept, temporarily store, then transport the mixture of stormwater runoff and sewage to upgraded treatment facilities. With subsequent refinements, the Master Plan has been the City's road map for meeting the requirements of State and Federal water quality laws and improving the performance of the sewage system. Each element of the plan has undergone further environmental review prior to construction, with the adoption of elemental EIR/S's for each component.

### **Construction of Master Plan Facilities**

Construction of Master Plan facilities began in 1977, with the help of a Federal grant program that provided 75 percent of eligible project costs. The State of California contributed an additional 12.5 percent of eligible costs.

At this time (1977), the City's three water pollution control plants--Richmond-Sunset, North Point, and Southeast--were removing 50 to 60 percent of the pollutants through primary treatment.

There were no facilities to control CSOs. During rainy periods up to six billion gallons of untreated wastewater were discharged out of 36 overflow points into the Bay and Ocean each year.

Construction began on the **Bayside Core System**. This system was built first because San Francisco Bay receives approximately 80 percent of the daily effluent discharge. The Bayside Core System includes a seven-mile system of transport/storage structures connected to the North Shore and Channel pump stations and the North Point and Southeast treatment plants. This large conduit, with a volume of 46 million gallons, was completed in **1982**. The system is served by the Southeast treatment plant which was upgraded in 1982 to a secondary treatment facility to comply with the Clean Water Act. The Bayside Core System has a cost of \$411 million.

The **Westside Core System** was put into service in **1986** at a cost of \$342 million. This includes the 2.5 mile-long Westside Transport (45 feet deep, 25 feet wide, and a capacity of 48 million gallons), the Westside Pump Station, and the 4.5 mile-long Southwest Ocean Outfall. The Westside Core is currently connected to the Richmond-Sunset primary treatment plant for operation.

Between **1986 and 1992**, additional Bayside facilities were completed to comply with State and Federal discharge permit requirements for combined sewer overflows. They included: Southeast sewer modifications; the Sunnydale 5.7 million gallon transport/storage structure and pump station; Mariposa pumping and transport/storage facilities at 0.08 million gallons; Yosemite Fitch storage facilities at 9.4 million gallons; and Griffith Pump Station. The total cost of these projects is estimated at \$76 million.

By **1994**, two major projects on the westside will be operational. The Richmond-Sunset plant will be replaced by the \$233 million Oceanside plant. This new secondary treatment plant will have a peak treatment capacity of 65 million gallons per day, and will remove 90 percent of the pollutants from the westside's sewage and urban runoff before discharging through the Southwest Ocean Outfall nearby.

The Lake Merced Transport is a 1.6 mile-long tunnel that will capture sewage and runoff from the extreme southwestern portion of the City. The transport will have a storage capacity of 9.5 million gallons and will reduce the number of combined sewer overflows along Fort Funston Beach from an average of 58 to eight or less per year. The estimated cost is \$31 million.

In **1996**, the remaining storage/transport projects on the bayside and one transport/storage project on the westside will be completed. On the bayside, the Islais Creek transport and storage facilities are estimated to cost \$93 million to provide over 35 million gallons of storage. The system will reduce the number of combined sewer overflows into Islais Creek Channel to no more than 10 per year. A major (170 million gallons per day) pump station to



service the Islais Creek project and further improvements to the Southeast treatment plant are estimated to cost \$87 million.

The Richmond Transport is the final project to be completed on the westside. It is a two mile long deep tunnel, with a capacity of 10 million gallons, stretching from the Presidio to the Great Highway to connect with the Westside Transport. The project will comply with State and Federal regulations by reducing the number of overflows at Baker Beach and China Beach from an average of 58 to eight or less per year. The estimated cost is \$47 million.

### Environmental Benefits

By 1996, with the completion of the above facilities to control CSOs, the City will have met the schedules of all Cease and Desist Orders (CDOs), except one, issued by the Board. CDOs are enforcement orders which identify construction schedules and dates for compliance with discharge limits.

All combined sewage and stormwater will receive treatment and all CSOs will be controlled. The City's peak wet weather treatment capacity will be increased from 240 million gallons per day (MGD) to approximately 455 MGD. Eighty-five (85) percent of San Francisco's combined flows--about 8,900 million gallons per year--will be captured at modernized treatment plants before discharge. The remaining 15 percent will receive flow-through treatment in the storage and transport system itself.

In 1996, the average number of overflows will be reduced to ten per year and as few as one at some locations.

### Remaining Issue

The main outfall into San Francisco Bay is located off of Pier 80. It has a discharge capacity of 110 MGD which is sufficient for dry weather. However, during wet weather the Southeast plant's treatment capacity far exceeds the discharge capacity of this deep water outfall.

During wet weather, an additional 100 MGD of excess treated effluent from the plant is discharged to Islais Creek. In 1996, when all the CSO facilities are completed, up to 150 MGD of excess treated effluent will be discharged here.

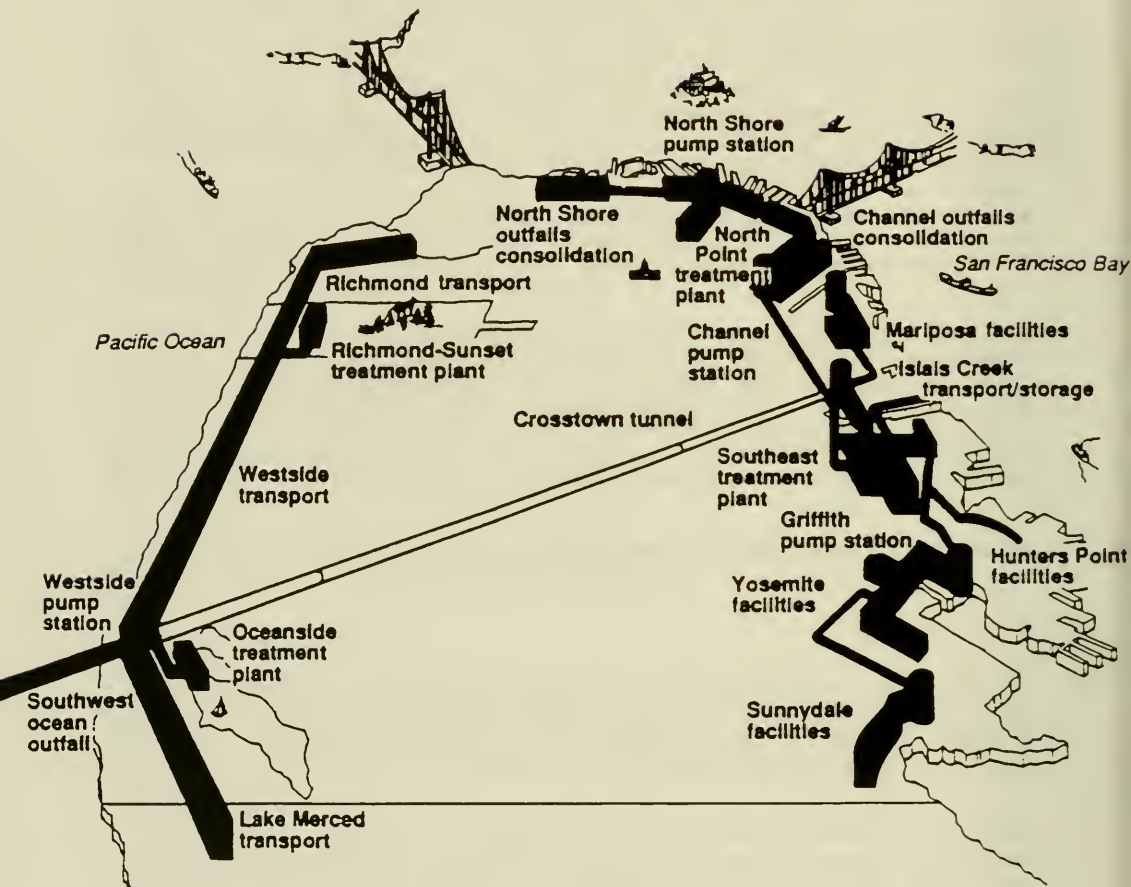
The discharge of treated wet weather flows to confined waters in Islais Creek violates water quality standards set by the Board. The Board has issued Cease and Desist Order 91-153 ordering the City to select an alternative to the discharge of effluent in Islais Creek by November 1, 1994. Planning for all required facilities must be completed by this date.

A **crosstown transport** to discharge Bayside effluent into the Pacific Ocean through the Southwest Ocean Outfall, is the final piece of the 1974 Master Plan, and is being evaluated along with other alternatives. Community meetings are being held to solicit public input. Depending on the chosen alternative, the cost could run as high as \$200 million. It is anticipated that the City will finance this project through sewer revenue bonds and State loans.

#### Sewer Service Charges

Since July 1977, sewer service charges have been the primary funding source for payment of costs associated with sewage treatment in San Francisco. In 1992-93, the average monthly sewer cost for all residential accounts was \$10.53 per month.

# MAP OF THE MASTER PLAN PROJECTS



Source: Department of Public Works.

## HISTORY OF THE SEWER SYSTEM

- 1850-1899 Growth of the City in the mid 1800's resulted in the construction of approximately 150 miles of combined sewers.
- 1899 First facilities plan adopted. This plan guided development of the system until 1935, by which time the system had expanded to approximately 700 miles of combined sewers and outfalls.
- 1935 Second facilities plan adopted; recommended three sewage treatment plants with deep water outfalls.
- 1938 The City's first water pollution control plant was put into operation.
- 1951-52 Second and third treatment plants put into operation.
- 1965 Final dry weather flows connected.
- 1969 State of California adopted the Porter-Cologne Water Quality Act, with the first legal prohibition against degradation of water quality.
- 1971 The City updates its Master Plan for Wastewater Management to comply with the Porter-Cologne Act.
- 1972 The Federal Water Pollution Control Act adopted by Congress and signed into law.
- 1974 The City adopts the Master Plan after the EPA and the City completed the Environmental Impact Report/Statement. This plan has been the City's road map for meeting State and federal requirements.
- 1977 Construction begins.
- 1982 Bayside Core put into operation.
- 1986 Westside Core put into operation.
- 1992 Additional Bayside Facilities were completed. Southeast sewer modifications; the Sunnysdale transport/storage structure and pump station; and Mariposa pumping and transport/storage facilities.

- 1994            The Oceanside Water Pollution Control Plant and Lake Merced transport/storage will be operational.
- 1996            On the bayside, the Islais Creek transport and storage facilities will be completed. On the westside, the Richmond Transport project will be completed.
- By 1996, San Francisco will have met the schedules of all Cease and Desist Orders except one issued by the Regional Water Quality Control Board.
- 1997            San Francisco must address Cease and Desist Order #91-153 to find an alternative for Bayside Discharge.



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CITY AND COUNTY



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1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 22, 1993

**TO:** Joint Budget/Government Efficiency and Labor Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** March 24, 1993 Joint Budget/Government Efficiency and Labor Committee Meeting

Item 1 - File No. 273-92-1

1. This item is a hearing to consider the extent and the amount of the City's use of personal services contracts.

**Background**

2. Under Section 6.1-3 of the Administrative Code, personal services are defined as, "all labor other than executive or managerial services or labor on public works and improvements." Therefore, any contract for the services of labor, except for labor related to public works and improvements, is a personal services contract.

3. Section 8.300 of the Charter requires that all positions in all City departments and offices, where the compensation is paid by the City and County, shall be included as employees under the Civil Service classification system.

In most cases<sup>1</sup>, only two types of exceptions are possible from the Charter requirement that Civil Service employees must be used to perform services:

<sup>1</sup> Section 8.300 also lists other types of limited exceptions which are available for specific occupations, including attorneys, physicians, and art curators.

- (1) Upon certification by the Controller and approval by the Board of Supervisors, services may be performed under private contract if it is shown that the contractual services can be performed at less cost than similar services performed by City employees. This is termed a "Proposition J contract." (This exception appears under Charter Section 8.300-1.)
- (2) Upon approval by the Civil Service Commission, departments may retain "expert professional temporary services" which may be exempt from Civil Service requirements "for a specified period of said temporary service." (This exception appears under Charter Section 8.300(5).)

4. The approval of personal services contracts is significantly different for Proposition J contracts and contracts for "expert professional temporary services" under Charter Section 8.300(5). In particular, cost comparisons are required for Proposition J contracts, since Proposition J contracts can only be approved when the Controller certifies that the outside contractor can provide the same services at a lower cost than the services provided by Civil Service employees. However, cost comparisons are not required prior to approval of contracts for "expert professional temporary services" under Charter Section 8.300(5); rather, approval of proposed contracts under Section 8.300(5) is granted by the Civil Service Commission, which considers whether the proposed contractual services qualify as "expert professional temporary services." However, the Civil Service Commission does not require a cost comparison between independent contractors and City employees.

Since cost comparisons are currently required for Proposition J contracts, which can only be approved upon a finding of cost savings to the City by the Controller, this report will focus on the extent and amount of the City's use of personal services contracts which are approved by the Civil Service Commission as "expert professional temporary services" pursuant to Charter Section 8.300(5).

5. According to the Civil Service Commission, approximately 800 to 1,000 personal services contracts have been submitted for its approval in each of the last five fiscal years (the extent and amount of the City's use of personal services contracts is discussed in detail beginning at Comment 11, below). Mr. Arnie Sowell of the Controller's Office estimates that there are approximately 50 Proposition J contracts in effect at the present time.

### **Previous Analyses of Personal Services Contracts**

6. The Budget Analyst has previously reported on the use of personal services contracts by the City pursuant to Charter Section 8.300(5).

In a report dated August 18, 1986 (File 259-86), the Budget Analyst identified 799 personal services contracts which were approved in fiscal year 1985-86 under Charter Section 8.300(5), with a total value of approximately \$121 million, and concluded that such contracts are "routinely being approved without sufficient analysis of relevant costs." In addition, the report noted that, "the most obvious end result of this practice is increased reliance on contractors for provision of City services," and that "this may or may not be appropriate, depending on the availability of civil service employees, the scope of proposed work, and costs -- all of which can only be obtained by an analysis of each proposed contract." The report also included recommendations for enhanced oversight of these personal services contracts, as discussed below (see Comment 17).

In an April 27, 1988 report to the Finance Committee (File 100-88-2), the Budget Analyst analyzed a proposed resolution, subsequently adopted by the Board of Supervisors, which sought to enhance the City's oversight of personal services contracts.

The resolution (No. 309-88) urged the Mayor and the Chief Administrative Officer to request all boards, commissions, and departments to award personal services contracts, "only to the extent lawful under the Charter for expert professional temporary services, unless the Controller determines that such services can be practically performed under private contract at lower cost to the City, and the Board of Supervisors approves such a determination."

The resolution also urged the Mayor and the CAO to request that departments identify and evaluate existing contracts, justify the reason for contracting out, compare "in-house alternatives," prepare a summary of the findings, and report in writing to the Board of Supervisors by August 31, 1988. (The Clerk of the Board of Supervisors is currently locating File 100-88-2 to determine the nature of the departments' response.)

In a November, 1992 report concerning personal services contracts of a planning, design, or environmental review nature, the Budget Analyst found that the City lacks meaningful oversight of the scope of non-Proposition J personal services contracts and the relative costs and benefits of using City employees or outside consultants. The report noted that, "the Civil Service Commission is required to approve departments' use of non-Proposition J personal service contracts in lieu of Civil Service employees. However, proposed personal services contracts submitted by departments are almost always approved by the Civil Service Commission. The Civil Service Commission is not required to review proposed personal services contracts for cost effectiveness nor to evaluate the underlying need for the proposed services."

The report noted that the average hourly rates for planning consultants ranged from \$59.69 to \$83.67 per hour, compared to the average hourly rate of Department of City Planning staff of \$59.14 (a difference of 1 percent to 42 percent more for outside consultants).

Most recently, in a March, 1993 management audit of the San Francisco Clean Water Enterprise, the Budget Analyst noted that the Bureau of Water Pollution Control of the Department of Public Works has contracted for six full-time instrumentation control technicians at hourly rates which are approximately 35 percent higher than the hourly salary and fringe benefit costs of comparable Civil Service employees. The Budget Analyst estimated that DPW could save approximately \$245,000 annually by discontinuing its use of these contractual services.

#### **Approval of Personal Services Contracts Under Charter Section 8.300(5)**

7. As noted previously, if personal services contracts cannot be approved on the basis of lower cost through a Proposition J certification, they may be approved as "expert temporary professional services" by the Civil Service Commission. The purpose of the Civil Service Commission's review of proposed contracts is to determine whether appropriate Civil Service classifications exist or, if they do not exist, whether they could be created to perform the services.

8. According to the Civil Service Commission's instructions and procedures for requesting approval of personal services contracts, the following criteria are used to determine if a proposed contract should be approved:

(1) If no classifications currently exist which could perform the services, approval may be granted if the services are "short-term and non-repetitive" or "so specialized and unique that they could not be appropriately performed by City personnel; in such cases, the Civil Service Commission indicates that "establishing a new classification may not be practical."

(2) "In instances where there are existing classes, other factors can be considered," according to the Civil Service Commission. Such factors include:

- Situations where the services are immediately needed;
- Services which are needed for short-term projects, particularly projects requiring diverse skill and expertise;
- Specialized services required on an as-needed, intermittent or periodic basis, making the employment of Civil Service personnel impractical;
- Emergency situations;
- Situations where contractual services are legally mandated;

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- Situations where the City lacks required equipment or facilities.

9. In summary, if approval for a proposed personal services contract is not obtained under Charter Section 8.300-1 (Proposition J) based on a certification of cost savings to the City, and if Civil Service classifications exist which could perform the services, then one of the exceptions listed above must be found to apply in order for the contract to be approved, according to the Civil Service Commission. A copy of the Information Summary Form which is used by the Civil Service Commission to evaluate proposed personal services contracts is attached to this report.

10. Mr. Buck Delventhal of the City Attorney's Office has advised the Budget Analyst that the Charter's requirements concerning the use of Civil Service positions should not be interpreted so literally as to unduly limit the City's flexibility in determining how it should deliver services, particularly services that require unique problem-solving approaches. Mr. Delventhal states that the requirements of the Charter for the use of Civil Service positions reflect a "gray area" of the law and are subject to considerable interpretation by the Courts. However, Mr. Delventhal observes that the intent of Charter Section 8.300 is to insure that the "nuts and bolts" of City business are performed by City employees who are selected, compensated, promoted, and removed on the basis of merit. According to Mr. Delventhal, California Supreme Court interpretations of State laws, which contain similar provisions requiring the use of Civil Service employees, have recognized that Civil Service requirements are not intended to prevent a public employer from developing innovative approaches and new ways of doing business. Mr. Delventhal also observes that the Civil Service requirements of the Charter were enacted to prevent political patronage and corruption in public employment, and that the City's use of non-proposition J personal services contracts, if they are awarded on a competitive (Request for Proposal) basis, is not inconsistent with the original purpose of the Charter's Civil Service requirements.

### **The Extent and Amount of Personal Services Contracts**

11. Several of the Budget Analyst reports cited above (see Comment 6) were conducted in response to concerns, especially from employee organizations, that the City relies on non-Proposition J personal services contracts to obtain services which are not intermittent, periodic, or short-term in nature, or which do not require specialized skills and expertise.

The Budget Analyst's report of August 18, 1986 reflects that, at least at that time, personal services contracts were routinely being renewed. Based on a sample of personal services contracts, the Budget Analyst found that 59 percent of the contracts for which expenditures were made in 1985-86 had existed four years previously (1981-82), while 66 percent had existed three years earlier (1982-83), and 76 percent had existed two years previously (1981-82). The Budget Analyst concluded at that time that "the use of personal services contracts has become a de facto method of employment in the City."

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BUDGET ANALYST**



The report did not address the specific nature of the services which were provided under the personal services contracts which were "routinely renewed."

12. Most proposed personal services contracts which are submitted to the Civil Service Commission are, in fact, approved. As reported by the Civil Service Commission to the Budget Analyst in November, 1992,<sup>2</sup> only 15 to 20 proposed personal service contracts, representing approximately 2 percent of all proposed contracts submitted, are not approved on an annual basis. The Civil Service Commission reported that 977 proposed personal services contracts were submitted for its approval in 1991-92.

13. Based on guidance provided by Mr. Harold Guetersloh of the Controller's Office concerning the budget categories most likely to include the majority of the City's non-Proposition J personal services contracts<sup>3</sup>, the Budget Analyst estimates that the City's total actual expenditures in 1991-92 for non-Proposition J personal services contracts was approximately \$271 million. Of this amount, approximately \$165.5 million, or 61 percent, was expended for medical services contracts awarded by the Department of Public Health, San Francisco General Hospital, and Laguna Honda Hospital. The \$271 million total also includes \$22.1 million in Community Development Block Grant (CDBG) funds awarded for professional services by the Mayor's Office and \$35.3 million for contracts awarded by the Department of Public Works. Therefore, the City's total expenditures for medical services, public works, and CDBG contracts in 1991-92 was approximately \$222.9 million, or 82 percent of the \$271 million in the City's estimated expenditures for personal services contracts in 1991-92.

Of the \$271 million estimated total expenditures for personal services contracts in 1991-92, the General Fund contributed approximately \$150.6 million, of which \$133.6 million was expended for medical services contracts. Thus, the net General Fund expenditures in 1991-92 for personal services contracts other than medical services was approximately \$17 million, which represents approximately 6 percent of the City's estimated \$271 million total expenditures for personal services contracts in 1991-92.

As noted above, these estimates are based on the Controller's advice concerning the budget categories most likely to include the majority of the City's personal services contracts. However, Mr. Guetersloh advises that some personal services contracts have undoubtedly been budgeted in categories other than those which he identified, and which are not included in estimates presented above.

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<sup>2</sup> "A Review of Personal Services Contracts of a Planning, Design, or Environmental Review Nature," November, 1992.

<sup>3</sup> According to Mr. Guetersloh, these categories primarily reflect the City's expenditures for legal, architectural, and engineering services; medical services; and data and word processing services.

14. The City's 1992-93 budget includes \$399 million for expenditures described in the budget as "contractual services," which includes all expenditures for services which are provided under contract, including Proposition J and non-Proposition J contracts, for services as diverse as medical services, jail overcrowding expenses incurred by the Sheriff's Department, and funding for the San Francisco Unified School District's school sports programs. However, this budget category also includes City expenditures for travel, use of employee cars, memberships, and sewer and telephone charges, among others. Of the \$399 million total budgeted for "contractual services" in 1992-93, \$182.9 million, or approximately 46 percent, represents General Fund allocations.

As noted above, based on actual expenditures in 1991-92, non-medical personal services contracts represent only a small percentage of the City's total expenditures for contractual services. Nonetheless, the Budget Analyst estimates that the City expends at least \$17 million annually for such services.

### **Enhanced Oversight of Personal Services Contracts**

15. The Purchaser has developed guidelines for the use of personal services contracts by City departments; however, compliance with the guidelines is not mandatory. In addition, since the Purchaser's guidelines are advisory, and do not recommend detailed cost comparisons between City employees and independent contractors, it is not certain that the guidelines are sufficient to ensure the most appropriate use of personal services contracts.

However, the Purchaser's guidelines reflect the potential advantages and disadvantages of using personal services contracts to obtain services. Among the advantages of personal services contracts which are cited by the Purchaser are the specialized skills and expertise and the broad experience of a professional consultant, as well as unique insights or innovative approaches which a consultant can provide. Among the disadvantages cited are the potential "lack of usable results," the use of "pre-packaged solutions," and the provision of "textbook approaches or unrealistic solutions" by independent contractors.

The Budget Analyst believes that the criteria developed by the Civil Service Commission (as discussed at Comment 8, above) and the Purchaser's guidelines should be applied more systematically in order to evaluate departments' justifications for proposed personal service contracts, and that these existing guidelines should be augmented with detailed analysis of the costs of proposed personal services contracts relative to the benefits to the City which are expected to be obtained.

16. Section 7.100 of the Charter (which concerns purchases of material, supplies, equipment, and services), states that "all agreements for contractual services in excess of \$50,000 shall require the signature of the Chief Administrative Officer in addition to the signature of the Purchaser of supplies." Representatives of the CAO's Office have previously reported to the Budget

Analyst<sup>4</sup> that the CAO's Office does not evaluate the scope of a contract to determine if the nature, level or cost of proposed services is appropriate, and would require additional staff in order to undertake such duties. In addition, the Budget Analyst notes that the CAO is charged with specific oversight of a number of City agencies and projects, including the Department of Public Works, which employ the services of outside consultants, and may not be sufficiently independent from the operation of these agencies to be charged with the oversight for the use of personal services contracts.

17. Neither the Charter nor the Administrative Code contain provisions for the approval of non-Proposition J personal services contracts by the Board of Supervisors. However, the appropriation of funds for personal services contracts is subject to the approval of the Board of Supervisors, either through the Board of Supervisors annual review of the Mayor's recommended budget or through supplemental appropriation requests.

18. In our report dated August 18, 1986, the Budget Analyst recommended that "oversight [of personal services contracts] could be specifically adapted to the budget development and review process." Although line item explanations were and continue to be required for contractual services requested by the departments, the Budget Analyst noted in 1986 that other major budget categories, including the labor costs of City employees and departmental equipment purchases, received substantially more budgetary review.

The Budget Analyst believes that departments should be required to compare the cost of proposed personal services contracts with the cost of Civil Service employees before expenditures for non-Proposition J personal services contracts are authorized. Only in this way can the City estimate the actual costs it incurs for the "expert professional temporary services" which are exempted from the certification requirements of Proposition J.

19. A difficulty in making direct cost comparisons between consultants and City employees, and approving or disapproving requests for personal services contracts during the Board of Supervisors annual budgetary review, is that Requests for Proposal often are not developed, and consultants are not selected, until after funds for these services are appropriated by the Board of Supervisors. Without receiving formal proposals which describe the scope of services offered by a consultant, there is no basis on which to compare the cost of consultants and Civil Service employees.

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<sup>4</sup> Ibid.



20. The Budget Analyst therefore recommends a two-step process in which the Board of Supervisors reviews departmental requests for non-Proposition J personal services contracts, but reserves any funds which are appropriated for these services until (1) approval has been granted by the Civil Service Commission and, (2) the cost of the consultant's services is compared to the cost of similar services provided by Civil Service employees.

21. The Budget Analyst further believes that the Proposition J certification procedure is the most appropriate contracting procedure for services which can be provided at less cost by outside consultants, and departments should employ the Proposition J contracting procedure whenever cost savings can be shown.

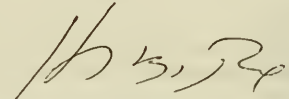
However, the City may wish to review the certification procedures which are used for Proposition J contracts, to ensure that they incorporate all the relevant costs of City employees and private consultants. For instance, the City may incur costs for monitoring contracts after they are awarded, which increases the cost to the City of using an outside consultant. To the extent that such contract monitoring costs exceed the City's costs of supervising employees who perform similar services, contract monitoring costs may be relevant to Proposition J certifications by the Controller.

22. The non-Proposition J contracts which would be subject to the review and appropriation process recommended at Comment 19 above are currently authorized as "expert professional temporary services" by the Civil Service Commission and currently require no analysis of relative costs. Because these contracts are not subject to Proposition J certification requirements, funds for these contracts should only be appropriated upon a showing by the departments of the specific benefits to the City which would result from each proposed non-Proposition J personal services contract. Further, by requiring a cost comparison between such contracts and the services of Civil Service employees before funds for the contract are released, the City can evaluate whether the benefits of the consultant would justify a higher cost of the proposed personal services contract, relative to Civil Service personnel.

23. The Budget Analyst notes that the Board of Supervisors may also choose to evaluate proposed non-Proposition J personal services contracts using the following criteria:

- Whether the contract is new or is being extended;
- The total dollar value of the contract, with particular attention to those over a specified dollar amount;
- Those which reflect services which may be needed indefinitely.

24. The Board of Supervisors may also wish to request information from the Mayor, City department heads, the Civil Service Commission, and employee organizations concerning potential changes in the Civil Service system which would facilitate the use of Civil Service positions, including temporary positions, in lieu of personal services contracts.



Harvey M. Rose

cc: Supervisor Migden  
Supervisor Hallinan  
Supervisor Hsieh  
Supervisor Kaufman  
President Alioto  
Supervisor Bierman  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Barbara Kolesar  
Ted Lakey



DEPT. REQUESTING SERVICES: \_\_\_\_\_ Date \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

COST OF CONTRACT: \_\_\_\_\_ Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

FUNDING SOURCE:(non-numerical description, i.e., state grant) \_\_\_\_\_

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

B. Quantitative measurement of services or deliverables:

C. Explain why this service is necessary and the consequence of denial:

D. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent PSC approval number):

E. Will this contract be renewed?

II. UNION NOTIFICATION

Copy of this summary is to be sent to the union(s) as appropriate (refer to instructions for specific procedure):

☐ Local 790 \_\_\_\_\_  
(signature of person mailing form) (date of mailing)☐ \_\_\_\_\_  
(union name) (signature of person mailing form) (date of mailing)

\*\*\*\*\*

FOR CIVIL SERVICE COMMISSION USE

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:

III. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify skills and/or expertise:

B. What, if any, Civil Service class(es) normally perform this work?

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

D. Specify contractor's qualifications (do not attach resumes - summarize contractor's qualifications):

IV. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why Civil Service classifications are not applicable:

B. Would it be practical to adopt new civil service classifications to perform this work? Explain.

V. ADDITIONAL INFORMATION (if yes, attach explanation)

A. Will the contractor directly supervise City and County employees?

B. Is the contractor or any employee of the contractor a current employee of the City & County of San Francisco? Has the contractor or any employee of the contractor been employed by the City and County within the past year?

C. Is the contractor or any employee of the contractor receiving City and County retirement?

D. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

- Indicate occupational type of City & County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

E. Are there any special conditions of the funding source?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE  
DEPARTMENT HEAD:

\_\_\_\_\_  
Signature of Departmental Contract Coordinator

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Telephone

SF  
590.31  
#1  
4/7/93

CALENDAR

REGULAR MEETING OF  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, APRIL 7, 1993 - 10:00 A.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, KAUFMAN, BIERMAN

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 146-92-46.7. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in the amount of \$89,216, (contractor, The San Francisco Community Clinics Consortium), to integrate tobacco interventions at five community clinics as part of the 1992-94 Comprehensive Tobacco Control Plan. (Dept of Public Health)
  - (b) File 146-92-46.6. [Release of Funds] Requesting release of reserved funds, Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, in the amount of \$75,000, (contractor, Wu Yee Children's Services), to conduct a network of children centers and family day care homes in San Francisco that will integrate tobacco interventions education into their work with children and parents. (Dept of Public Health)
  - (c) File 148-92-7.1. [Release of Funds] Requesting release of reserved funds, Department of Public Works, Bureau of Architecture, Hazard Mitigation Grant funds, an amount totalling \$659,697.50, (\$124,597.50, Fire Department's Arson Task Force facility, contractor, Coastal Construction P.M., Inc., and \$535,100, Laguna Honda Hospital Boiler Room, Phase I, contractor Cuevas-Mannion Construction). (Dept of Public Works)
  - (d) File 144-93-1. [Grant - Federal Funds] Resolution authorizing the Executive Director of the Port to apply for, accept and expend \$250,000 from the U.S. Department of Commerce (NOAA) for the San Francisco Fisheries and Environmental Research Center. (Supervisor Shelley)

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S.F. CA 94102

- (e) File 146-93-8. [Grant – State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services, to apply for, accept and expend a grant of \$264,000 which includes indirect costs in the amount of \$5,280 based on two percent of the direct costs from the State Department of Mental Health, for AIDS/ARC/HIV Mental Health Residential and Adult Day Treatment Services; providing for ratification of action previously taken. (Department of Public Health)
- (f) File 146-93-12. [Grant – State Funds] Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, to apply for a grant of \$179,576, from State Department of Health Services, for the continuation of immunization services; waiving indirect costs. (Department of Public Health)
- (g) File 146-93-13. [Grant – State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to apply for a grant up to the amount of \$794,005, which includes indirect costs in the amount of \$85,957 based on fifteen percent of direct costs as allowed by the State of California, Office of Traffic Safety only, from the State of California, Office of Traffic Safety and Department of Alcohol and Drug Programs to provide education, information, and activities related to substance abuse and driving to youth in San Francisco's middle and high schools; providing for ratification of action previously taken. (Department of Public Health)
- (h) File 192-93-4. [Grant – Federal Funds] Resolution authorizing the Executive Director of the Department of Parking and Traffic to apply for, accept and expend up to \$1,224,850 in Federal funds for the improvement of Bayshore Boulevard at the northbound U.S. 101 off-ramp to Army Street, the widening of Army Street between U.S. 101 and Third Street, a Traffic Video Surveillance Demonstration at various downtown locations, and new traffic signals at the intersections of Alemany Boulevard/Mt. Vernon Avenue, Clay Street/Powell Street, West Portal Avenue/Vicente Street and at Divisadero Street/Page Street, foregoing reimbursement of indirect costs. (Department of Parking and Traffic)

ACTION:

### REGULAR CALENDAR

- 2. File 106-93-1. [Staff Report and Salary and Wage Survey Booklet] Civil Service Commission Staff Report Salary Standardization, Fiscal Year 1993-94, adopted by the Commission on January 4, 1993 and the Salary and Wage Survey Preliminary Booklet Dated January 4, 1993, with proposed benchmark of compensation adjustments approved by the Civil Service Commission for classifications subject to the provisions of Charter Sections 8.400, 8.401 and 8.407. (Civil Service Commission)  
(Continued from 3/17/93)
- 3. File 200-93-2. Hearing to consider the housing code enforcement procedures of the Bureau of Building Inspectors and the role of the Department of Social Services in referring low income persons to potentially sub-standard housing. (Supervisors Kaufman, Alioto)  
(Continued from 3/17/93)

ACTION:

4. File 186-93-1. [Transfer of Steam Franchise] Ordinance approving transfer of the Steam Franchise authorized by the Board of Supervisors under Ordinance No. 418-75 from the Pacific Gas and Electric Company to San Francisco Therman, L.P. (Chief Administrative Officer)

ACTION:

5. File 97-93-13. [Use of City-Owned Vehicles] Ordinance amending Administrative Code by amending Section 4.11 thereof, to provide that employees of the San Francisco Water Department with emergency response duties may use City-owned vehicles for transportation to and from the employee's place of residence. (Public Utilities Commission)

ACTION:

6. File 25-93-1. [Contracting Out City Services] Resolution concurring with the Controller's certification that security guard services can practically be performed at the Bureau of Engineering Offices at 1680 Mission Street by private contractor for a lower cost than if the services were performed by City and County employees. (Department of Works Works)

ACTION:

7. File 30-93-6. [Demonstration County Alcohol and Drug Program Plan] Resolution approving the San Francisco Demonstration County Alcohol and Drug Program Plan - Fiscal Year 1992-93 as prepared and submitted by the Department of Public Health, Division of Mental Health and Substance Abuse Services, Community Substance Abuse Services for submission to the State of California, Department of Alcohol and Drug Programs and authorizing and directing the President of the Board to certify said plan. (Department of Public Health)

ACTION:

8. File 38-93-3. [Acceptance of Gift] Resolution accepting equipment and services valued at \$16,986 for the San Francisco Library for the blind and print handicapped, from Pacific Bell, The Bothin Foundation, and the George S. Ladd Chapter Number 27 of the Telephone Pioneers of America, with the intent to purchase a computer work station. (Public Library)

ACTION:

9. File 89-93-3. [State Disability Insurance] Resolution authorizing enrollment of Classification 0555 Executive Officer, Superior Court in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

10. File 93-93-3. [MOU] Resolution ratifying amendment to Memorandum of Understanding with the Union of American Physicians and Dentists (for Bargaining Unit 8-CC). (Employee Relations Division)

ACTION:



11. File 107-93-2. [Department of Social Services] Resolution authorizing the Department of Social Services to amend its license to act as an adoption agency to reflect a change of address as required by the State Department of Social Services. (Dept. Social Services)

ACTION:

12. File 172-93-12. [SB 910 Targeted Case Management Contract] Resolution authorizing the Department of Public Health, to execute a contract in the amount of \$7,525,189 for the period of July 1, 1992 through June 30, 1994 for Medi-Cal Administrative Services, known as Targeted Case Management, with State Department of Health Services, including provision indemnifying the State. (Department of Public Health)

ACTION:

13. File 172-93-13. [Rent Supplement Contract] Resolution approving amendment of the Alexis Apartments contract providing increase in monthly rent supplement payments to a maximum of fifteen-thousand dollars. (Mayor)

ACTION:

14. File 172-93-14. [Compressed Natural Gas Vehicle] Resolution authorizing the Purchaser of the City and County of San Francisco to enter into an agreement on behalf of the City and County with the California Energy Commission to obtain partial funding for a Compressed Natural Gas (CNG) light-duty vehicles and to participate in a CNG Demonstration and Evaluation Program. (Purchasing Department)

ACTION:

15. File 176-93-2. Hearing to consider plans by the Bank of America for employee layoffs and for reductions in employee health insurance and other related benefits and its impact on San Francisco. (Supervisor Hallinan)

ACTION:

16. File 39-93-1. [Grand Jury Reports] Transmitting the 1992-93 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)

1. Budget Crisis, released January 27, 1993 (Mayor).
2. Planning Commission Discretionary Review, released 2/3/93 (City Planning).
3. Recreation and Park Department Management of City-owned Golf Courses, released 3/9/93 (Recreation and Park).

#### CLOSED SESSION

17. File 45-93-13. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Cee Dent against the City and County of San Francisco, by payment of \$15,000. (City Attorney)

ACTION:

18. File 45-93-14. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Judith Kemper against the City and County of San Francisco, by payment of \$8,500.00. (City Attorney)

ACTION:

19. File 45-93-15. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Francesa Matarrazzo and Lucrezia Ceraudo against the City and County of San Francisco, by payment of \$15,500. (City Attorney)

ACTION:

20. File 45-93-16. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Julia Morgantini against the City and County of San Francisco, by payment of \$22,500. (City Attorney)

ACTION:

21. File 45-93-17. [Settlement of Litigation] Authorizing settlement of litigation of Joshu Lucas against the City and County of San Francisco, by payment of \$20,000. (City Attorney)

ACTION:

22. File 48-93-9. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Victor Bradley by payment of \$10,824.51. (City Attorney)

ACTION:

23. File 48-93-10. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Denise Thurman and Veronica Butler by payment of \$32,500. (City Attorney)

ACTION:

24. File 48-93-11. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Telecom Services Limited (WEST) Inc., by payment of \$200,000. (City Attorney)

ACTION:

25. File 48-93-12. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Anis Karkar, by payment of \$14,000. (City Attorney)

ACTION:



SF  
390.31  
#3  
1/7/93  
2.2

CITY AND COUNTY



OF SAN FRANCISCO

*City Report*

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

April 5, 1993

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**TO:** Government Efficiency and Labor Committee

**FROM:** Budget Analyst

**SUBJECT:** April 7, 1993 Government Efficiency and Labor Committee Meeting

Items 1a and 1b - Files 146-92-46.7 and 146-92-46.6

**Department:** Department of Public Health (DPH),  
Community Public Health (CPH),  
Bureau of Health Promotion and Education

**Item:** Release of reserved funds for contractual services for the DPH,  
Community Public Health.

**Amounts:** \$75,000 (File 146-92-46.6)  
89,216 (File 146-92-46.7)  
\$164,216 Total

**Description:** The Board of Supervisors previously authorized the DPH to accept and expend a State grant in the amount of \$2,127,666 (146-92-46). Of the \$2,127,666 grant amount, \$863,831, earmarked for contractual services, was placed on reserve pending the identification of contractors, determination of the MBE/WBE status of the contractors and contract cost details.

The DPH advises that Wu Yee Children's Services, and the San Francisco Community Clinics Consortium, both of whom are non-profit agencies, have been selected through the Department's Request for Proposal (RFP) process to provide tobacco prevention education services. The DPH is requesting that a total of \$164,216, be released from reserve to pay for the Wu Yee Children's Services contract in the amount of \$75,000

(File 136-92-46.6) and the San Francisco Community Clinics Consortium contract in the amount of \$89,216 (File 146-92-46.7).

Wu Yee Children's Services would be responsible for establishing a network of childcare centers and family day care homes in the City that will integrate tobacco prevention education into their programs. Specific program objectives include (1) implementing and sustaining age-appropriate tobacco use prevention curriculum for children under the age of six, in at least 18 child care programs by the 12th month of the project, (2) assisting at least 22 family day care homes to adopt a smoke-free policy by the 12th month of the project, and (3) arranging for at least 35 child care programs to distribute informational material in English, Chinese, or Vietnamese on tobacco use prevention and cessation resources to 750 parents.

The San Francisco Community Clinics Consortium would be responsible for integrating tobacco intervention services at five community-based clinics including Womens Needs Center, South of Market Health Center, Native American Health Center, North East Medical Services, and Lyon Martin Womens Health Services. Specific services would include (1) training 50 community primary care physicians, dentists, nurse practitioners and ancillary medical staff in smoking assessment, prevention and cessation counseling, (2) training 25 health care professional staff including Social Workers, Health Educators and Case Managers in the health effects and psychosocial aspects of smoking and in counseling techniques to encourage smokers to quit and to reinforce nonsmoking behavior, (3) training 25 community primary care support staff from the designated sites in the health effects of smoking and the role in providing supportive follow-up for patient referral and counseling, (4) working with clinic administrators and medical providers to set smoking prevention and cessation objectives for each clinic, and (5) developing a clinic protocol for clinic staff which outlines assessment, treatment and referral of smokers with the clinic setting.

Budget details, for the Wu Yee Children's Services contract and the San Francisco Community Clinics Consortium contract, are as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
April 7, 1993 Government Efficiency and Labor Committee Meeting

Wu Yee Children's Services

<u>Personnel</u>	<u>FTE</u>		
Executive Director	0.10	\$4,000	
Program Coordinator	0.30	8,100	
Health Educator	1.50	30,000	
Fringe Benefits		<u>9,651</u>	
Subtotal	1.90		\$51,751

Operating Expenses

Rental		\$1,800	
Utilities		360	
Office Supplies		5,400	
Printing and Reproduction		2,800	
Insurance		380	
Staff Training		1,000	
Travel		500	
Translators		900	
Graphic Artists		800	
Curriculum Developers		700	
Audit		750	
Workshop Training		859	
Miscellaneous		<u>1,980</u>	
Subtotal			18,229

Administrative Overhead 5,020

Total \$75,000

San Francisco Community Clinics Consortium

<u>Personnel</u>	<u>FTE</u>		
Project Director	0.50	\$20,000	
Administrative Assistant	0.15	3,600	
Fringe Benefits		<u>5,664</u>	
Subtotal	0.65		\$29,264

Memo to Government Efficiency and Labor Committee  
April 7, 1993 Government Efficiency and Labor Committee Meeting

Operating Expenses

Training Consultants (3 trainers per site x 5 sites x 20 hr. per trainer x \$50/per hr.)	\$15,000
Technical Assistance (83 hrs. @ \$30 per/hr.)	2,500
Telephone	815
Postage	250
Printing/Reproduction	1,000
Staff Training	500
Travel	1,000
Training Materials	2,750
Health Education Materials	1,000
Refreshments/Food	1,000
Stipends - Outreach and Education Workers (20 hrs. x \$250 stipends)	5,000

Operating Expenses

Training - Tobacco Free Project*	
Trainer (180 hrs. @ \$50 per/hr.)	\$9,000
Training Materials	3,000
Technical Assistance (100 hrs. @ \$30 per/hr.)	3,000
Miscellaneous	<u>2,500</u>

Subtotal \$48,315

Administrative Overhead 11,637

Total \$89,216

\* In addition to providing tobacco intervention services at the above noted five community-based clinic sites, the San Francisco Community Clinic Consortium will act as fiscal agent for the Health Department's Tobacco Free Project with regard to paying for consultants to provide training and technical assistance on tobacco prevention and intervention services for the Tobacco Free Site Projects, which are itemized on the attachment.

**Comment:** The DPH advises that the non-profit training consultants under the San Francisco Community Clinics Consortium contract have been selected. These consultants include the Stop Tobacco Access for Minors Project, the Peoples Earth Day Coalition, and Women and Girls Against Tobacco.

**Recommendation:** Approve the proposed release of reserved funds for the Wu Yee Children's Services contract in the amount of \$75,000 (File 146-92-46.6) and the San Francisco Community Clinics Consortium contract in the amount of \$89,216, for a total release of \$164,216 in reserved funds.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

TOBACCO FREE SITE PROJECTS TO RECEIVE TRAINING

A. DPH Projects:

1. San Francisco General Hospital and Clinics
2. 9 DPH Primary Care Clinis
3. Special Programs for Youth (4 DPH projects)
4. Health Center 4
5. Consultation, Education and Information Unit, DMSF  
Division of DPH (Community Health Promoters Project)
6. Balboa Teen Health Center
7. Bureau of Environmental Health

B. Community Based Contract Project

8. American Lung Association
9. Wu Yee Children's Services
10. Multicultural Prevention Resource Center
11. Polaris Research and Development
12. Kopell and Associates
13. Maureen O'Rorke Public Relations and Advertising
14. Bayview Hunter's Point Foundation

C. Contractors Not Yet Approved:

15. Network of Youth Serving Agencies
16. Project serving African-Americans
17. Smoking Cessation for Underserved Population
18. Services for Gays/Lesbians/Bisexuals
19. Network of Agencies Serving Girls
20. Theater Education Project



Item 1c - File 148-92-7.1

**Department:** Department of Public Works (DPW), Bureau of Architecture  
Department of Public Health, Laguna Honda Hospital  
Fire Department

**Item:** Release of reserve on Federal Hazard Mitigation grant funds

**Amounts:** Laguna Honda Hospital-Boiler Plant \$535,100.00  
Renovations of Fire Department  
Station 35 (Arson Task Force) 124,597.50  
  
Total \$659,697.50

**Source of Funds:** Federal Emergency Management Agency (FEMA) through the California State Office of Emergency Services

**Description:** In October, 1990, the Board of Supervisors authorized the Chief Administrative Officer (CAO) to apply for Hazard Mitigation Grant funding from the FEMA for City projects to mitigate against future hazards due to earthquakes (File 133-90-2). The CAO submitted an application for various projects totalling \$17,739,789 which included the two projects that are the subject of the proposed release of reserve.

The Board of Supervisors previously approved a resolution (File 148-92-7) authorizing DPW to accept and expend FEMA grant funding totalling \$4,971,500 but reserved \$4,798,964 for construction costs of four comprehensive hazard mitigation projects pending selection of the construction contractors and determination of the contractors' Minority Business Enterprise or Women Business Enterprise (MBE/WBE) status. The proposed release of reserved FEMA grant funding totalling \$659,697.50 is for the construction of one small project each within two of these four comprehensive projects. Cost details and contractor selection details of the two smaller projects are as follows:

**LHH Boiler Plant (comprehensive project)**

The LHH Boiler Plant was built in 1926 and does not meet current seismic standards. Hazard mitigation retrofitting of this building will be accomplished in two phases. Phase I includes seismic upgrading of the boiler building and bracing and anchoring of (a) equipment and (b) two 150,000 gallon water tanks located on the hill above the hospital. Phase II includes bracing and anchoring of utility pipes for steam, gas, water and electricity, construction of a second,

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emergency alternate water supply line for the hospital buildings and anchoring of main utility pipes between hospital buildings. These improvements will assure the ability of the LHH to continue to provide services after a major earthquake. The Bureau of Architecture's preliminary estimate of the costs for this project (Phases I and II) was as follows:

	<u>FEMA Grant</u>	<u>City Costs</u>	<u>Project Total</u>
Construction	\$1,689,464	\$949,527	\$2,638,991
Preliminary Planning	0	28,200	28,200
Design and Engineering	145,600	307,500	453,100
Project Administration	26,936	42,953	69,889
Inspections	0	160,538	160,538
Permits and Testing	0	66,170	66,170
Contingencies	<u>0</u>	<u>307,112</u>	<u>307,112</u>
Project Total	\$1,862,000	\$1,862,000	\$3,724,000

The \$1,689,464 in FEMA grant funding for construction costs of this project was previously reserved as part of the \$4,798,964 total reserved for all four comprehensive projects funded by the FEMA grant. According to DPW, seven bids were received in October, 1992 for Phase I of this project. The third lowest bidder, Cuevas-Mannion Construction, a Minority Business Enterprise, was selected because the lowest bidder went out of business and the second lowest bidder requested that their bid be withdrawn. DPW's final cost estimate for Phase I construction is as follows:

Construction	\$972,900
Contingency	<u>97,300</u>
Total	\$1,070,200

FEMA grant funding will pay one-half of the construction cost total of \$1,070,200 (including construction contingency) or \$535,100. Therefore DPW requests the release of reserve on FEMA grant funding of \$535,100 for Phase I of the LHH Boiler Plant project.

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**Fire Department Station Renovations (comprehensive project)**

This comprehensive project involves the renovation of six Fire Stations to reinforce the structural integrity of buildings housing Fire Stations 11, 15, 21, 35 (Arson Task Force), 38 and the Ashbury Tank House. The Bureau of Architecture's preliminary estimate of the costs for this project was as follows:

	<b><u>FEMA Grant</u></b>	<b><u>City Costs</u></b>	<b><u>Project Total</u></b>
Construction	\$1,209,500	\$2,263,500	\$3,473,000
Project Management	0	104,000	104,000
Design and Engineering	0	485,000	485,000
Constr. Mgmt. & Insp.	0	208,000	208,000
Programming & Planning	0	68,000	68,000
Permits	0	71,000	71,000
Contingencies	<u>0</u>	<u>436,500</u>	<u>436,500</u>
Project Total	\$1,209,500	\$3,636,000	\$4,845,500

The \$1,209,500 in FEMA grant funding for construction costs for the renovation of six Fire Stations was previously reserved as part of the \$4,798,964 total reserved for all four comprehensive projects funded by the FEMA grant. According to DPW, the renovation construction work on Fire Station 35 occupied by the Arson Task Force, which is the subject of this request, had already begun when the FEMA grant was awarded. The selected contractor, Coastal Construction P. M., Inc. was the lowest of six bidders for the Fire Station 35 renovation work. Coastal Construction P. M., Inc. is a Minority Business Enterprise. The DPW's final estimate of the costs of construction for this work is \$249,195 of which FEMA grant funding will pay one-half or \$124,597.50. Therefore DPW requests the release of reserve on FEMA grant funding of \$124,597.50 for the renovation of Fire Station 35.

**Recommendation:** Release reserved FEMA grant funding in the total amount of \$659,697.50 as requested.

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Item 1d - File 144-93-1

**Department:** Port of San Francisco

**Item:** Resolution authorizing the Executive Director of the Port of San Francisco to apply for, accept and expend funds in the amount of \$250,000 from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA) for the San Francisco Fisheries and Environmental Research Center.

**Grant Amount:** \$250,000

**Grant Period:** June 1, 1993, through March 31, 1994.

**Source of Funds:** National Oceanic and Atmospheric Administration, U.S. Department of Commerce

**Project:** A study of the financial, planning, and environmental design options for construction of a Fisheries and Environmental Research Center at Pier 45, Port of San Francisco.

**Description:** In 1988, the California State Coastal Conservancy completed a study on the feasibility of establishing a commercial fishing and marine research center at Pier 45 at Fisherman's Wharf. That study concluded that in addition to being suitable as a commercial fishing and marine research center, Pier 45 is also a suitable site for public education on the seafood industry and marine environment of San Francisco Bay and urged further study of funding options and prospective uses.

A Fisheries and Environmental Research Center at Pier 45 is consistent with the Port's plans to modernize the commercial fishing facilities at Fisherman's Wharf to keep the industry competitive. Further, such a facility would increase public understanding of the seafood industry and marine ecology, thereby enhancing the attractiveness of Fisherman's Wharf for tourists and visitors.

**Budget:** The proposed project budget is attached (Attachment 1).

**Required Match:** None

**Indirect Costs:** None allowed.

**Comments:** 1. The Port Commission adopted Resolution No. 92-77 on July 27, 1992, authorizing the Executive Director of the Port to apply for, accept, and expend a grant in the amount of \$250,000 from NOAA for further financial and planning

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studies for the proposed San Francisco Fisheries and Environmental Research Center at Pier 45.

2. Ms. Veronica Sanchez of the Port reports that application to the NOAA was actually made on July 30, 1992. According to Ms. Sanchez, the delay in bringing this request before the Board of Supervisors is due to Port and City staff personnel concentrating on the FY 1992-93 budget process at the time of the application's submission and also because the first attempt to submit the proposed legislation to the Board of Supervisors resulted in the legislative package being lost.

3. The proposed budget for the Project, as submitted by the Port, includes in-kind staff costs of \$30,450 which, according to the Port, have been included in the Port's proposed FY 1993-94 operating budget.

4. Ms. Sanchez advises that selection of consultants to perform the financial and environmental feasibility studies would be through a request-for-proposal process. Therefore, the \$240,000 for consultants in the requested project budget should be reserved pending selection of the consultants' determination of cost details (including hourly rates) and MBE/WBE status of the consultants.

5. Ms. Sanchez reports that the NOAA does not permit the inclusion of indirect costs in its grants.

6. The Grant Application Information Form prepared by the Port is attached (Attachment 2).

7. A copy of the Port's Disability Access Checklist is included in the file.

**Recommendations:** 1. Amend the proposed resolution to provide for ratification of action previously taken.

2. Reserve funds in the amount of \$240,000 for consultants pending selection of the consultants' determination of cost details (including hourly rates) and MBE/WBE status of the consultants.

3. Approve the proposed resolution as amended.

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**FISHERIES AND ENVIRONMENTAL RESEARCH CENTER  
PROPOSED BUDGET**

National Oceanic & Atmospheric  
Administration (NOAA) Grant

Financial Feasibility Consultant	\$150,000
Environmental Feasibility Consultant	\$ 90,000
Cost to Issue and Advertise RFP	\$ 10,000
	-----
TOTAL NOAA GRANT	\$250,000

Port Personnel

Development Feasibility Analyst (15% of time over 18 months)	\$ 10,700
Development Project Coordinator (10% of time over 18 months)	\$ 8,850
Miscellaneous Staff Time (5% of time over 18 months)	\$ 4,500
	-----
TOTAL SALARIES	\$ 24,050
Fringe Benefits (@26.6%)	\$ 6,400
	-----
TOTAL PORT PERSONNEL COST	\$ 30,450 1/

<u>Total Project Cost</u>	\$280,450
---------------------------	-----------

- 1/ Staff costs included in Port's proposed FY 93-94 budget in the Planning and Development Division.

# Grant Application Information Form

Attachment 2  
Page 1 of 2

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Port of San Francisco

Contact Person: Veronica Sanchez Telephone: 274-0413

Project Title: Fisherman's Wharf Fisheries & Environmental Research Center

Grant Source: NOAA, U.S. Department of Commerce

Proposed (New / Continuation) Grant Project Summary:

Funding for study of financial, planning, environmental design options for construction of Fisheries and Environmental Research Center, Pier 45, Fisherman's Wharf, Port of San Francisco. Facility aimed at revitalization of commercial fishing industry and promoting visitors' attractions at Fisherman's Wharf.

Amount of Grant Funding Applied for: \$250,000

Maximum Funding Amount Available: \$250,000

Required Matching Funds: None

Number of Positions Created and Funded: Existing Planning and Development staff to undertake project management responsibilities. Work is consistent with Port's long-term development plans at Fisherman's Wharf. Total Staff Costs = \$30,450

Amount to be Spent on Contractual Services: \$240,000

Will Contractual Services be put out to Bid? Yes

Term of Grant: ends March 1994  
State Department Notified of Available funds: July 1992  
Application Due Date: ASAP  
Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

*Michael P. Huerta* \*

Department Head Approval  
Veronica Sanchez, Manager  
Legislative Affairs & Communications

\* Note: Mr. Huerta is in Asia with Mayor but  
authorized signature.



Item 1e - File 146-93-8

**Department:** Department of Public Health (DPH)  
Division of Mental Health and Substance Abuse Services

**Item:** Resolution authorizing the Department of Public Health to apply for, accept and expend a grant of \$264,000, which includes indirect costs in the amount of \$5,280, from the State Department of Mental Health and providing for ratification of action previously taken.

**Grant Amount:** \$264,000

**Grant Period:** July 1, 1992 to June 30, 1993

**Source of Funds:** State Department of Mental Health

**Project:** AIDS/ARC/HIV Mental Health Residential and Adult Day Treatment Services

**Description:** The proposed grant would provide funding for two residential facilities that provide support services (1) for persons with AIDS-related mild to moderate dementia or persons with an AIDS Related Condition (ARC), and (2) for frail or disabled older adults with AIDS and serious psychiatric dysfunction.

The support services for persons with AIDS-related mild to moderate dementia would be provided through a contract with Catholic Charities. Under the contract, services will be provided to eight clients at the Peter Claver Community Center on a 24-hour basis. Specific services to be provided include case management, psychiatric and neurological assessments, nursing care, money management and referral services. These services would be aimed at maximizing the potential for independent living.

The adult day health care services for frail or disabled older adults with AIDS and serious psychiatric dysfunction would be provided through a contract with Continuum HIV Day Services, a local non-profit agency. These day treatment services would be provided six days a week for a minimum of 40 clients at an average of 13 clients per day. Specific services would include medical and psychiatric supervision, mental health services, activities programs, substance abuse services, occupational and physical therapy, transportation, and hot lunches.

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**Project Budget: Contractual Services**

**Catholic Charities/Peter Claver**

**Community Center**

	<u>FTE</u>	<u>Amount</u>
Personnel:		
Social Worker	1.50	\$43,730
Activities Coordinator	1.00	29,574
Program Admin. Assistant	1.00	21,882
Program Director	0.22	7,078
Fringe Benefits		<u>22,498</u>
Subtotal	3.72	\$124,762

**Operating Expenses:**

Office Supplies	\$198
Printing and Reproduction	200
Staff Training	749
Consultation	21,360
Travel	798
Client Related Expenses	<u>748</u>
Subtotal	\$24,053

**Administrative Overhead**

Total Catholic Charities **\$11,905** \$160,720

**Continuum HIV Day Services**

	<u>FTE</u>	<u>Amount</u>
Personnel:		
Social Worker	0.50	\$16,770
Activities Coordinator	0.50	13,500
Program Assistant	1.00	23,050
Program Director	0.25	9,320
Fringe Benefits		<u>12,530</u>
Subtotal	2.25	\$75,170

**Operating Expenses:**

Client Care Expense	\$15,570
---------------------	----------

**Administrative Overhead**

Total Continuum HIV Day Services **\$7,260** 98,000

**Indirect Costs**

**5,280**  
**Total Project \$264,000**

**Required Match:** None

**Indirect Costs:** \$5,280 or 2 percent of the total grant amount.

**Comments:** 1. The DPH advises that the grant application has already been submitted and that expenditures have been incurred

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against the proposed grant funds. As such, the proposed resolution provides for ratification of action previously taken. According to Ms. Rinna Flohr of the DPH, this request is being submitted to the Board of Supervisors at this time primarily because the DPH did not receive the application package for these grant funds from the State until December, 1992.

2. The DPH would continue to contract with Catholic Charities and the Continuum HIV Day Services on a sole source basis, based on the uniqueness of the services provided and the need to maintain service continuity.

3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant.

4. The DPH has prepared a Disability Access Checklist for both of the contract program sites, which are on file with the Clerk of the Board.

**Recommendation:** Approve the proposed resolution.

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Item No.                      Health Commission - Summary of Grant Request

Grantor State Department of Mental Health  
 Contact Person Mozell Zarit  
 Address 1600 - 9th Street  
Sacramento, CA 95814

Division Division of Mental Health & Substance Abuse Services  
 Section Adult Community Services  
 Contact Person Rinna B. Flohr/Robert Englis  
 Telephone 415/292-2261  
 Application Deadline July 1, 1992 but delayed  
 Notification Expected due to late resolution of State budget

Amount Requested \$ 264,000  
 Term: From July 1, 1992 To June 30, 1993  
 Health Commission                      Board of Supervisors: Finance Committee                       
                     Full Board                     

## I. Item Description:

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (reauthorization) (extension) grant in the amount of \$ 264,000 from the period of July 1, 1992 to June 30, 1993 to provide AIDS/ARC/HIV mental health residential and adult day treatment

## II. Summary: (Concise, brief, and to the point; include a brief description of the project and its purpose)

- 1) 8 residential beds for mentally ill clients needing AIDS/ARC dementia care will be continued at Peter Claver Community via Division of Mental Health & Substance Abuse Services contract with Catholic Charities (\$164,000); and
- 2) 40 adult day health care clients will be served at Continuum HIV Adult Day Health services via contract for individuals with HIV/AIDS/ARC and mental illness (\$100,000)

## III. Outcome/Objectives:

- 1) Provisions of residential care for individual dually diagnosed with mental illness and HIV disease.
- 2) Retention of independence in living with assisted and supportive care.
- 3) Reduced dependence on institutional care.

## IV. Effects of Reduction or Termination of These Funds:

- 1) Residential alternatives to institutional care will be decreased for AIDS/ARC clients with mild to severe dementia and mental illness.
- 2) Reduced adult day health care will be available to HIV/AIDS/ARC clients.

## V. Financial Information:

	Col. A Two Year Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount	\$ 264,571	\$ 264,000	\$264,000	\$ 0	-N/A-	
Personnel						
Equipment						
Contract Svc.	\$ 259,280	\$ 258,720	\$258,720	\$ 0	-N/A-	
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs	\$ 5,291	\$ 5,280	\$ 5,280	\$ 0		
	(2%)	(2%)	(2%)			
VII. Personnel						
F/T CSC						
P/T CSC						
Contractual	\$ 259,280	\$ 258,720	\$ 258,720	\$ 0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
-N/A-

Will grant funded employees be retained after this grant terminates? If so, how?  
 Grant funded employees will be retained if other sources of funding can be located.

## VIII. Contractual Services: Open Bid

Sole Source X

(If sole source, must request for proposal form)

\*Sole Source request is for Catholic Charities/Peter Claver; Sole Source has been obtained for Continuum.

Item 1f - File 146-93-12

**Department:** Department of Public (DPH),  
Bureau of Epidemiology and Disease Control

**Item:** Resolution authorizing the Department of Public Health to apply for a grant of \$179,576, from the State Department of Health Services for the continuation of immunization services, and waiving indirect costs.

**Grant Amount:** \$179,576

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State Department of Health Services

**Project:** Immunization Services

**Description:** The proposed grant would be the tenth year that the State has funded the Immunization Services Program. The proposed grant funds would be used by DPH to fund the administration of the City's immunization programs and the maintenance of a program to prevent perinatal transmission of the Hepatitis B Virus. The program's objectives are as follows:

1. Raise to (or maintain) immunization levels of 98 percent or greater for each of the legally required immunizations among all kindergarten entrants and incoming transfer students to schools within San Francisco.
2. Raise age-appropriate immunization levels to 95 percent or greater among infants and preschool-age children residing in San Francisco.
3. During the 12 month period of this grant, the number of fourth doses of Diphtheria/Tetanus/Pertusis (DTP) administered in public clinics to children before their second birthday will be raised by (or maintained at) 10 percent above the number administered to children of the identical age during the current 12 month grant period.
4. Through prevention, surveillance and outbreak control, reduce, and if possible eliminate illness, disability and death due to vaccine preventable diseases such as polio, diphtheria, tetanus, pertusis, measles, rubella, mumps, and influenza type B within San Francisco.

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5. Assure that 90 percent of the infants who are born in San Francisco and who are exposed to Hepatitis B receive Hyper-immune Globulin (HBIG), which contains Hepatitis B antibodies, and a first dose of Hepatitis B vaccine within 12 hours of birth within San Francisco.

6. Assure that 75 percent of identified infants who live in San Francisco and are at high risk of perinatal Hepatitis B transmission complete the HBIG/3 dose Hepatitis B vaccine series.

7. Assure that 70 percent of identified household contacts at high risk of perinatal Hepatitis B transmission are screened and complete the HBIG/3 dose Hepatitis B vaccine series.

**Number of Units  
of Service:**

Approximately 36,500 childhood immunizations.

Approximately 140 to 360 screenings and Hepatitis B immunizations for pregnant women and their susceptible household members.

**Budget:**

<u>Personnel</u>	<u>FTE</u>	
Sr. Disease Control Investigator	1.50	\$67,982
Vocational Nurse	1.00	35,918
Health Worker	1.00	29,380
Fringe Benefits		<u>33,320</u>
Subtotal	3.50	\$166,600
<u>Operating Expenses</u>		
Office Supplies		\$500
Health Education Materials		2,500
Laboratory Screening		4,652
Travel		324
Personal Computer and Related Equipment		<u>5,000</u>
Subtotal		12,976
Total		\$179,576

**Required Match:** None

**Indirect Costs:** None. The State requires that funds be used for direct program services and does not allow indirect costs. Therefore, the proposed resolution would authorize the waiving of indirect costs.

**Comments:** 1. Attached is a Summary of Grant of Request, as prepared by the DPH, for the proposed grant funds.

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2. A Disability Access Checklist has been prepared by the DPH and is included in the file.

**Recommendation:** Approve the proposed resolution.

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Form No. \_\_\_\_\_

Health Commission - Summary of Grant Request

Rev. 4/10/93

Grantor State Dept. of Health Services  
 Contact Person Les Burd  
 Address 2151 Berkeley Way  
Berkeley, CA 94704  
 Amount Requested \$ 179,576  
 Term: From 7/1/93 To 6/30/94  
 Health Commission N/A

Division Community Public Health Services  
 Section Epidemiology and Disease Control  
 Contact Person Carlos Rendon  
 Telephone 554-2832  
 Application Deadline 4/15/93  
 Notification Expected 3/15/93  
 Board of Supervisors: Finance Committee 4/7/93  
 Full Board 4/12/93

I. Item Description: Request to (apply for) (~~XXXXXXX~~) a (~~XXX~~) (continuation) (~~XXXXXXX~~) grant in the amount of \$ 179,576 from the period of 07/1/93 to 06/30/94 to provide immunization services.

II. Summary: (Concise summary, not abstract; number - groups served, services and providers)

A grant to fund the administration of the City's immunization programs, maintain extended hours at district health centers for providing immunizations, and continue an existing program to prevent perinatal transmission of hepatitis B virus. The program provides for approx. 36,500 child immunizations, immunoprophylaxis of the infants born to hepatitis B antigen positive pregnant women and their susceptible household contacts (approx. 140 to 360).

III. Outcomes/Objectives:

To maintain the required immunization levels in the community in order to prevent disease and to prevent perinatal transmission of hepatitis B and thus prevent the resultant high incidence of cirrhosis, primary liver cancer and premature death that would otherwise occur among those born to hepatitis B carrier mothers.

IV. Effects of Reduction or Termination of These Funds:

Essential public health programs, for vaccine preventable diseases and for a very high risk perinatal hepatitis B population, would not exist in the city. In addition, the access to clinics and availability of vaccines would be limited. This would result in an increased number of people who were susceptible to vaccine preventable diseases.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C This FY	Col. D Change	Rec. Match	Approved by
Grant Amount	94,772	137,174	179,576	42,402		
Personnel	88,012	125,650	166,600	40,950		
Equipment	-0-	5,000	5,000	-0-		
Contract Svc.	-0-	-0-	-0-	-0-		
Mat. & Supp.	2,035	900	3,000	2,100		
Facilities/Space	-0-	-0-	-0-	-0-		
Other	4,725	5,624	4,976	(648)		
Indirect Costs			XX	XX		

VI. Data Processing

(See included above)

VII. Personnel

	2	3	3	-
F/T CSC				
P/T CSC	0	1	1	-
Contractual	-	-	-	-

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
None

Will grant funded employees be retained after this grant terminates? If so, How?  
No

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exception Form)  
N/A

Item 1g - File 146-93-13

**Department:** Department of Public Health (DPH)  
Mental Health, Community Substance Abuse Services (CSAS)

**Item:** Resolution authorizing the CSAS to apply for a grant up to \$794,005 which includes indirect costs in the amount of \$85,957 based on 15% of direct costs from the State Office of Traffic Safety and the State Department of Alcohol and Drug Programs to provide education, information, and activities related to substance abuse and driving to youth in San Francisco's middle and high schools; providing for ratification of action previously taken.

**Grant Amount:** Up to \$794,005

**Grant Period:** May 1, 1993 through September 30, 1996

**Source of Funds:** State of California, Office of Traffic Safety and Department of Alcohol and Drug Programs

**Project:** The Youth Leadership Institute's Friday Night Live/Club Live Program, a program to educate students on the risks of drinking and driving

**Description:** The DPH reports that the proposed grant would be funded by two State departments: 1) up to \$135,000 for three years, from May 1, 1993 through April 30, 1996, from the State Department of Alcohol and Drug Programs and 2) up to approximately \$659,005 for three years, from October 1, 1993 through September 30, 1996 from the State Office of Traffic Safety.

The proposed grant of up to \$794,005 would provide substance abuse outreach, prevention, education and information services in conjunction with traffic safety education and reinforcement by contract with the Youth Leadership Institute, Inc., a non-profit agency, which provides these services to youth in middle and high schools through its Club Live and Friday Night Live programs. The Club Live program is a peer program designed to prevent alcohol, drug, and tobacco use among young people through the use of chapter meetings, assemblies, leadership conferences and community action. The statewide Club Live program was established in July 1991 to provide the Friday Night Live program model to middle and high schools youths. The Friday Night Live program is also a peer program designed to prevent alcohol and drug use among teenagers. The Friday Night Live program targets high risk youth, those teenagers who use alcohol or drugs on a regular basis.

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Under the terms of the State's Request-for-Applications for the proposed grant, any qualified agency (i.e. the Youth Leadership Institute) may apply for funds. However, such application must be made through the City's DPH/Community Substance Abuse Services. Therefore, for the proposed grant, the CSAS is the "co-applicant" for the Youth Leadership Institute. This relationship is formalized by the City contracting with the actual grantee, Youth Leadership Institute, Inc.

The DPH advises that the Youth Leadership Institute's activities include community service projects, leadership training to stop illegal liquor sales to minors, prevention of drinking and driving, and alternative activities such as dances, comedy nights and baseball games. The proposed grant, according to the DPH, would expand these activities in San Francisco's middle and high schools by setting up new Club Life and Friday Night Live chapters by outreach coordinators and volunteer campus advisors.

**No. of Persons  
Served:**

Approximately 63,000 middle and high school students

**Indirect Costs:**

\$85,957 based on approximately 11 percent of total grant amount of \$794,005 (see Comment No. 4 below)

**Comments:**

1. The DPH reports that due to late notification by the Youth Leadership Institute, this "apply for" resolution is submitted to the Board of Supervisors for approval retroactive to the February 28, 1993 application deadline.
2. Mr. Wayne Clark of the DPH reports that if the proposed grant funds are reduced or terminated, the services would be proportionately reduced or terminated accordingly.
3. Mr. Clark advises that should the Youth Leadership Institute and the DPH be successful in receiving a grant award, the DPH would at a future date proceed through the formal approval process to accept and expend funds. The DPH advises that a detailed budget of the grant would be provided at that time.
4. Mr. George Staub of the DSS advises that the indirect cost amount of \$85,957, based on 15 percent of direct costs, as stated in the proposed legislation is incorrect. Mr. Staub reports that indirect costs should be \$85,957 based on approximately 11 percent of the total proposed grant amount of \$794,005 (\$794,005 x 11 percent). As such, the title and body

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of the proposed legislation should be amended to reflect indirect costs in the amount of \$85,957 based on approximately 11 percent of the total grant amount of \$794,005.

5. The Grant Application Information Form, as prepared by the DPH, is attached.

6. The Youth Leadership Institute has completed a Disability Access Checklist, which is in the file.

**Recommendation:** Amend the proposed resolution to reflect \$85,957 of indirect costs based on approximately 11 percent of the total grant amount and approve the proposed resolution as amended.

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**BUDGET ANALYST**



Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor: State of California, Office of Traffic  
Safety and Dept. of Alcohol and Drug Programs  
Contact Person: Various  
Address: 1700 K Street  
Sacramento, CA 95814

Division: Mental Health and Substance  
Abuse Services  
Section: Community Substance Abuse Services  
Contact Person: Wayne Clark, Ph.D.  
Telephone: 255-3500  
Application Deadline: February 28, 1993  
Notification Expected: Unknown

Amount Requested: \$ 794,005

Term: From 5/1/93 To 9/30/96

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board

**I. Item Description:** Request to apply for a new grant up to the amount of \$794,005 from the period of May 1, 1993 to September 30, 1996 to provide substance abuse outreach, prevention, education and information services in conjunction with traffic safety education and reinforcement.

**II. Summary:**

This grant is from two State departments: up to \$45,000 annually for three years (5/1/93 - 4/30/96) from the Department of Alcohol and Drug Programs; and up to \$180,000 annually plus COLA and 11 % maximum indirect for three years (10/1/93 - 9/30/96) from the Office of Traffic Safety.  
(Continued on Page 1b attached.)

**III. Outcomes/Objectives:**

The objectives are to effectively organize Club Life and Friday Night Live chapters at middle and high schools in San Francisco to educate students on the risks of drinking (or taking other substances) and driving and provide alternative activities.

**IV. Effects of Reduction or Termination of These Funds:**

Should the grant be awarded and later reduced or terminated, the services would be proportionately reduced or terminated accordingly.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$794,005			
Personnel						
Equipment						
Contract Svc.			708,048			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			85,957			

**VI. Data Processing**

(costs included above)

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**VII. Personnel**

F/T CSC						
P/T CSC						
Contractual			4.5*			

\*Estimated for first year

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Not Applicable

Will grant funded employees be retained after this grant terminates? If so, How?

No; the contractor's grant funded employees will be advised that the funding for their positions is only guaranteed for three years.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source XXX \*\* (if sole source, attach Request for Exemption Form) \*\*A sole source justification will be provided with the request to accept funds should they be awarded.

**Grantor:** State of California, Office of Traffic  
Safety and Dept. of Alcohol and Drug Programs  
**Contact Person:** Various

**Division:** Mental Health and Substance  
Abuse Services  
**Section:** Community Substance Abuse Services

Summary (Continued):

100% of the contract would be contracted out to the co-applicant for this grant: The Youth Leadership Institute, Inc. which provides these services to youth in middle and high schools through its Club Life and Friday Night Live programs.

The Youth Leadership Institute's activities now include community service projects, leadership training to stop illegal liquor sales to minors, prevention of drinking and driving, and alternative activities such as dances, comedy nights and baseball games. The grant would expand these activities in San Francisco's middle and high schools by setting up chapters through outreach coordinators and volunteer campus advisors.

Under the terms of the State's Request-for-Applications, any qualified agency may apply for funds, however such application must be made through the City's Department of Public Health/Community Substance Abuse Services. In such circumstances, the Department becomes the "co-applicant" with the applicant agency.

Due to late notification by the agency, this "apply for" resolution is submitted to the Board of Supervisors for approval retroactive to February 28, 1993. Should the agency and Department be successful in receiving an award the Department will proceed through the formal approval process to accept and expend funds. A fully detailed analysis of the grant with required documents will then be available for review by the Health Commission and Board of Supervisors.

The rules governing indirect costs are different for the two State departments. The Department of Alcohol and Drug Programs' portion (\$45,000) doesn't allow for indirect costs in any of the three years. However, the Office of Traffic Safety's portion allows for both indirect costs (15% cap) for all three years and a COLA (which we estimated at 6% max.) in years two and three.

For the Board's consideration, The Youth Leadership Institute has received pledges for additional small grants from private foundations for these services should the Department and Youth Leadership Institute be awarded this State grant.



Item 1h - File 192-93-4

**Department:** Department of Parking and Traffic (DPT)

**Item:** Resolution authorizing the Department of Parking and Traffic to apply for, accept and expend up to \$1,224,850 in Federal funds for various transportation improvement projects, foregoing reimbursement of indirect costs.

**Grant Amount:** \$1,224,850

**Grant Period:** June 1, 1992 to June 30, 1994

**Source of Funds:** Federal Highway Administration

**Project:** Federal Surface Transportation and Congestion Management Program

**Description:** The proposed Federal grant funds would be used to pay for the following transportation improvement projects: (1) the improvement of Bayshore Boulevard at the northbound U. S. 101 off-ramp to Army Street, (2) the widening of Army Street between U. S. 101 and Third Street, (3) a traffic video surveillance demonstration at various downtown locations, and (4) four new traffic signals at the intersections of Alemany Boulevard/Mt. Vernon Avenue, Clay/Powell Streets, West Portal Avenue/Vicente Street and Divisadero/Page Streets.

The cost of the total project is \$1,384,010. The DPT advises that the Federal grant will cover up to 88.5 percent or \$1,224,850 of the eligible costs for each of the above noted projects. The remaining 11.5 percent or \$159,160 of the cost for each of these projects would be paid for by required local matching funds. Mr. Jerry Robbins of the DPT advises that the Department is investigating the possibility of using State Department of Transportation funds for the required match. According to Mr. Robbins, if it is determined that these State funds are not available for this purpose, the Department will use Sales Tax revenue (Transportation Authority funds) to pay for the required match. Mr. Robbins reports that the DPT's 1992-93 budget includes \$1.9 million in Sales Tax revenue.

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**Budget:** The detailed budgets for the transportation improvement projects are as follows:

	<u>FTE</u>	<u>Federal Grant</u>	<u>Required Match</u>	<u>Total</u>
<b><u>Bayshore Boulevard</u></b>				
<u>Personnel</u>				
Traffic Engineer	.10	\$6,106	\$794	\$6,900
Associate Traffic Engineer	.57	30,178	3,922	34,100
Civil Engineering Assistant	.54	16,107	2,093	18,200
Subtotal	1.21	\$52,391	\$6,809	\$59,200
Benefits		13,984	1,816	15,800
subtotal		\$66,375	\$8,625	\$75,000
<u>Contractual Services</u>		154,875	20,125	175,000
TOTAL		\$221,250	\$28,750	\$250,000

**Army Street**

<u>Personnel</u>				
Senior Traffic Engineer	.19	\$13,452	\$1,748	\$15,200
Traffic Engineer	.40	24,514	3,186	27,700
Associate Traffic Engineer	.87	46,108	5,992	52,100
Civil Engineering Assistant	1.40	41,772	5,428	47,200
Subtotal	2.86	\$125,846	\$16,354	\$142,200
Benefits		33,454	4,346	37,800
subtotal		\$159,300	\$20,700	\$180,000
<u>Contractual Services</u>		371,700	48,300	420,000
TOTAL		\$531,000	\$69,000	\$600,000

**Aleman/Mt. Vernon Traffic Signal**

<u>Personnel</u>				
Associate Traffic Engineer	.33	\$17,523	\$2,277	\$19,800
Civil Engineering Assistant	.19	5,575	725	6,300
Subtotal	.52	\$23,098	\$3,002	\$26,100
Benefits		6,106	793	6,900
subtotal		\$29,205	\$3,795	\$33,000
<u>Contractual Services</u>		68,145	8,855	77,000
TOTAL		\$97,350	\$12,650	\$110,000

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	<u>FTE</u>	<u>Federal Grant</u>	<u>Required Match</u>	<u>Total</u>
<b><u>Clay/Powell Traffic Signal</u></b>				
<u>Personnel</u>				
Associate Traffic Engineer	.30	\$15,930	\$2,070	\$18,000
Civil Engineering Assistant	<u>.17</u>	<u>5,044</u>	<u>656</u>	<u>5,700</u>
Subtotal	.47	\$20,974	\$2,726	\$23,700
Benefits		<u>5,576</u>	<u>724</u>	<u>6,300</u>
subtotal		\$26,550	\$3,450	\$30,000
<u>Contractual Services</u>		<u>61,950</u>	<u>8,050</u>	<u>70,000</u>
TOTAL		\$88,500	\$11,500	\$100,000

**Divisadero/Page Traffic Signal**

<u>Personnel</u>				
Associate Traffic Engineer	.30	\$15,930	\$2,070	\$18,000
Civil Engineering Assistant	<u>.17</u>	<u>5,044</u>	<u>656</u>	<u>5,700</u>
Subtotal	.47	\$20,974	\$2,726	\$23,700
Benefits		<u>5,576</u>	<u>724</u>	<u>6,300</u>
subtotal		\$26,550	\$3,450	\$30,000
<u>Contractual Services</u>		<u>61,950</u>	<u>8,050</u>	<u>70,000</u>
TOTAL		\$88,500	\$11,500	\$100,000

**West Portal/Vicente Traffic Signal**

<u>Personnel</u>				
Associate Traffic Engineer	.24	\$12,744	\$1,656	\$14,400
Civil Engineering Assistant	<u>.14</u>	<u>4,071</u>	<u>529</u>	<u>4,600</u>
Subtotal	.38	\$16,815	\$2,185	\$19,000
Benefits		<u>4,425</u>	<u>575</u>	<u>5,000</u>
subtotal		\$21,240	\$2,760	\$24,000
<u>Contractual Services</u>		<u>49,560</u>	<u>6,440</u>	<u>56,000</u>
TOTAL		\$70,800	\$9,200	\$80,000

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**Traffic Video Surveillance Demonstration**

	<u>FTE</u>	<u>Federal Grant</u>	<u>Required Match</u>	<u>Total</u>
<u>Personnel</u>				
Associate Traffic Engineer	.30	\$15,930	\$2,070	\$18,000
Civil Engineering Assistant	.14	<u>4,159</u>	<u>541</u>	<u>4,700</u>
Subtotal	.44	\$20,089	\$2,611	\$22,700
Benefits		<u>5,409</u>	<u>701</u>	<u>6,110</u>
subtotal		\$25,498	\$3,312	\$28,810
<u>Contractual Services</u>		<u>101,952</u>	<u>13,248</u>	<u>115,200</u>
TOTAL		\$127,450	\$16,560	\$144,010
Total Grant Project		\$1,224,850	\$159,160	\$1,384,010

**Required Match:** \$159,160 (11. 5 percent of the total project cost)

**Indirect Costs:** None. The Federal Highway Administration prohibits the use of these grant funds for indirect costs.

**Comments:** 1. Mr. Robbins advises that the DPT has not, as yet, selected the contractors for the seven transportation improvement projects. As such, the proposed resolution should be amended to reserve a total of \$983,200 of the proposed project cost for contractual services pending the DPT's selection of contractors, the MBE/WBE status of the contractors, and the contract cost details.

2. Mr. Robbins reports additionally that the DPT has already submitted the grant application for the proposed grant funds. Therefore, the proposed legislation should be amended to authorize the DPT to apply for the proposed grant retroactively. As noted above the grant has a start-up date of June 1, 1992. However, the DPT advises that no expenditures have been incurred against these proposed grant funds. As such, it is not necessary to amend the contract to authorize the DPT to accept and expend the proposed grant retroactively.

3. A grant summary, as prepared by the DPT, for the proposed grant is attached.

4. The DPT has prepared a Disability Access Checklist for the proposed grant, which is on file with the Clerk of the Board.

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- Recommendations:**
1. Amend the proposed resolution to reserve \$983,200 of the grant amount pending the DPT's selection of contractors, the MBE/WBE status of the contractors and the contract cost details.
  2. Amend the proposed resolution to authorize the DPT to apply for the proposed grant retroactively.
  3. Approve the proposed resolution as amended.

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File Number \_\_\_\_\_

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Department of Parking and Traffic

Contact Person: Jerry Robbins Telephone: 554-9818

Project Title: Federal Surface Transportation and Congestion Management Program

Grant Source: Federal Highway Administration

Proposed (New) / Continuation) Grant Project Summary:

These funds will be used to construct new traffic signals at Divisadero/Page, Powell/Clay, West Portal/Vicente and Alemany/Mt. Vernon; to improve Army Street between Third Street and US 101, to improve Bayshore Blvd at the Army Street off-ramp from US 101, and to install traffic surveillance cameras at various locations in the downtown area.

Amount of Grant Funding Applied for: \$1,224,850

Maximum Funding Amount Available: unknown

Required Matching Funds: yes

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: \$900,000

Will Contractual Services be put out to Bid? yes

Grant Application Information Form  
Page 2

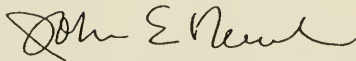
Term of Grant: 1993-95

Date Department Notified of Available funds: October 1992

Application Due Date: August 1992

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

All grants must be used for transportation improvements as per the federal Intermodal Surface Transportation Efficiency Act of 1991.



Department Head Approval





Item 2 - File 106-93-1

**Note:** This item was continued at the March 17, 1993 Government Efficiency and Labor Committee Meeting.

**Department:** Civil Service Commission

**Item:** Transmitting 1) Civil Service Commission Pay Equity Report for Fiscal Year 1993-94, and associated appendices, which the Civil Service Commission approved at its meeting of January 4, 1993 and 2) Civil Service Staff Salary Standardization Report for Fiscal Year 1993-94, and associated appendices, with proposed benchmark compensation adjustments approved for classifications subject to the provisions of Charter Sections 8.400, 8.401, and 8.407 which the Civil Service Commission also approved at its meeting of January 4, 1993.

**Description:** Pay Equity Report

According to Section 8.407-1 of the San Francisco Charter, the Civil Service Commission is required to conduct a pay equity survey comparing City classifications disproportionately occupied by minorities and women and City classifications not disproportionately occupied by minorities and women. In making adjustments to the basic rates of pay recommended by the Civil Service Commission in its Salary Standardization Survey, the Board of Supervisors may not make upward pay equity adjustments that exceed the equity differentials identified by the Civil Service Commission in this survey, according to the Charter.

The Civil Service Commission approved the pay equity survey at its meeting of January 4, 1993, and it was subsequently transmitted, as required by Charter, to the Board of Supervisors before February 1.

**Comments:** 1. Although the Charter uses the word "survey" to describe the Pay Equity Report, the Civil Service Commission, in conformance with guidelines established by the Mayor's Office, does not conduct original research but rather relies on information gathered by Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington. The Pay Equity Report consists of the following:

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- a. An update, with new salary data, of relevant survey data used to identify pay equity differentials, based on point evaluation pay equity studies conducted in Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington.
  - b. Updated appendices of the City's work force composition as of June 30, 1991, including the percentage of women and minority representation by salary, benchmark and job classification, and the percentage of all groups in the workforce.
  - c. An updated publication of the pay equity differential booklet.
2. The Pay Equity Report is primarily used as one basis by the Employee Relations Division of the Mayor's Office to negotiate pay equity agreements with public employee organizations.
3. This Pay Equity Report has been transmitted to the Board of Supervisors every year for the past seven years. Since the Report is to be used for informational and for administrative purposes only and does not draw any conclusions, the transmittal of this Pay Equity Report requires no action on the part of the Board of Supervisors.

**Description:**

**Salary Standardization Report**

Charter Section 8.401 established the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid "... in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage rate, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

**Comments:**

1. In the past, the Civil Service staff have conducted a preliminary salary standardization survey of other jurisdictions and reported the results of that survey in a "preliminary" report in January of each year. The Civil Service staff would then conduct a second survey in order to update the preliminary report data in their "final" in February or March. Mr. Geoffrey Rothman of the Civil Service Commission indicates that beginning with fiscal year 1993-94, the Civil Service staff now conducts only one salary standardization survey for each new fiscal year. Therefore, the data reported in the proposed "preliminary" Civil Service Staff Salary Standardization Report for fiscal year 1993-94 is the same as the final 1992-93 survey data. The "final" salary standardization survey for 1993-94, including the Pay Equity Report, of other jurisdictions has been completed. However, Mr. Pat Finney of Civil Service reports that salary levels for 1993-94 have not yet been finalized for classifications represented by the Service Employees International Union (SEIU) Locals 535, 250, and 790 and the International Federation of Professional and Technical Engineers Local 21 unions which are still negotiating with the City to determine wages through collective bargaining (see Comment 2, below). Mr. Finney indicates that because of interactions between salary levels that are determined by salary standardization and salary levels that are being determined by collective bargaining, the annual Salary Standardization Ordinance cannot be finalized until collective bargaining has been finalized.

2. Proposition B allows unions representing City employees to elect to determine wages through collective bargaining instead of by the current salary standardization method

under Charter Section 8.407. Mr. Finney reports that the Service Employees International Union (SEIU) Locals 535, 250, and 790 and the International Federation of Professional and Technical Engineers Local 21 unions, representing approximately 70 percent of the City's employees, have elected to determine wages through collective bargaining pursuant to Proposition B.

3. Due to extended collective bargaining negotiations the Board of Supervisors at its meeting of March 15, 1993 approved a motion (File 106-93-2) to extend the Charter mandated April 1 deadline for final passage of the Salary Standardization Ordinance for fiscal year 1993-94 by 30 days in order to allow sufficient time to complete collective bargaining negotiations and publishing of the "final" Civil Service Staff Salary Standardization Report for fiscal year 1993-94. Mr. Finney indicates that the proposed transmittal should be continued until collective bargaining negotiations and the Salary Standardization Ordinance have been finalized.

4. As of the writing of the reports, cost estimates are pending finalization of negotiations for the City's 1993-94 costs of Salary Standardization for Miscellaneous employees.

**Recommendation:** Continue this item pending transmittal of the final Salary Standardization Report for fiscal year 1993-94 from the Civil Service Commission to the Board of Supervisors.



Item 4 - File 186-93-1

**Department:** Chief Administrative Officer

**Item:** Ordinance approving transfer of the Steam Franchise authorized by the Board of Supervisors under Ordinance No. 418-75 from the Pacific Gas and Electric Company (PG&E) to San Francisco Thermal, a limited partnership (L.P.)

**Description:** Pursuant to the Steam Franchise Ordinance (Ordinance No. 418-75), the Board of Supervisors granted PG&E a franchise to install, maintain and operate underground steam pipe conduits in order to carry steam, mainly for heating purposes, in any public street, highway, alley or other public places under the jurisdiction of the City and County of San Francisco. PG&E currently is the only grantee of a steam franchise in San Francisco for operation of approximately 11 miles of steam pipes primarily in the Financial District.

PG&E has entered into a purchase and sale agreement transferring its steam system to San Francisco Thermal, a limited partnership. According to PG&E, this agreement has been reviewed and is expected to be approved by the California Public Utilities Commission (CPUC). However, the implementation of the CPUC-approved agreement requires the approval of the Board of Supervisors and the transfer of the steam franchise from PG&E to San Francisco Thermal does not become effective until the steam franchise sale agreement, as approved by the CPUC is filed with the Clerk of the Board of Supervisors.

The proposed ordinance would authorize the transfer of the steam franchise from PG&E to San Francisco Thermal in accordance with Section 8 of the City's Steam Franchise Ordinance that requires that the Steam Franchise shall be transferred only with the approval of the Board of Supervisors. The proposed ordinance requires that the following terms and conditions of the Steam Franchise Ordinance (Ordinance No. 418-75) shall not change when the PG&E Steam Franchise is transferred to San Francisco Thermal. (The holder of the steam franchise is referred to as the Grantee hereafter):

a) The Grantee shall pay annually to the City a sum equal to two percent of the gross annual revenues arising from the use, operation, or possession of the franchise.

b) The Grantee shall at all times make and keep in the City and County of San Francisco full and complete plans, maps and records showing the exact locations of all steam

pipe conduits installed, constructed, maintained or operated pursuant to this franchise.

c) The Grantee shall construct, install and maintain all pipes and appurtenances in conformity with all of the lawful ordinances, rules and regulations adopted by the Board of Supervisors.

d) The Grantee shall pay to the City on demand the cost of all repairs to public property made necessary by any of the operations of the Grantee.

e) The Grantee shall remove or relocate without expense to the City any facilities installed, used and maintained.

f) The Grantee may charge rates for steam furnished by it within the limits of the City under the franchise in accordance with laws now in force or hereafter enacted.

g) The Grantee shall indemnify the City, its boards, commissions, officers, agents and employees, and all other public agencies all liabilities for injury to or death of any person or any injury to any property caused by the Grantee, its officers, agents or employees in the construction, operation or maintenance of its property, or arising out of the exercise of any right or privilege under this franchise.

h) Within ten days after the passage and taking effect of this ordinance, the Grantee shall file with the Clerk of the Board of Supervisors a written acceptance of the franchise hereby granted and an agreement to comply with the terms thereof.

i) The franchise hereby granted shall not in any way or to any extent impair or affect the right of the City to acquire the property of the Grantee either by purchase or through the exercise of the right of eminent domain.

j) If the Grantee shall fail, neglect or refuse to comply with any of the provisions or conditions prescribed in the franchise, and shall not within thirty days, begin work of compliance, the City may sue in the manner provided by law.

The Steam Franchise Ordinance also requires that the franchise shall continue until, with the consent of the CPUC, it shall be voluntarily surrendered or abandoned by the Grantee or until the City and County of San Francisco by agreement

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shall purchase, or through eminent domain shall condemn and acquire, all property actually used in the franchise or until it shall be forfeited for noncompliance with its terms.

**Comments:**

1. The 1992-93 annual budget includes \$65,000 for steam franchise revenue. The Controller's Office reports that PG&E has paid the City \$62,939 in steam franchise revenues for 1992-1993.

2. Mr. Robert Beck of the Department of Public Works reports that PG&E is not realizing a profit on their operation of the steam franchise and therefore wants to sell it. Mr. Beck indicates that San Francisco Thermal is a specialty company that only operates steam systems. According to Mr. Beck, San Francisco Thermal buys small steam franchises and by applying their expertise makes them profitable. San Francisco Thermal currently owns and operates two such steam systems in Eastern U.S. cities.

**Recommendation:** Approve the proposed resolution.

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Item 5 - File 97-93-13

**Department:** Public Utilities Commission  
Water Department

**Item:** Ordinance amending Section 4.11 of the San Francisco Administrative Code to provide that employees of the San Francisco Water Department with emergency response duties may use City-owned vehicles for transportation to and from the employee's place of residence.

**Description:** Section 4.11 of the Administrative Code, "Use of City-Owned Vehicles," currently provides that City-owned vehicles may be used only for City business and that such vehicles may be used for transportation to and from an employee's place of residence only for one or more of the reasons listed below:

1. The employee resides in the City, or the employee both resides and works outside of the City<sup>1</sup>, and:

a. The employee is on call for work after his or her normal workday is completed and the nature of the work has required the use of a City vehicle on at least five occasions in the preceding 12-month period;

b. The employee must leave his or her residence prior to 8:00 a.m. on City business away from his or her normal place of work;

c. The employee would return to his or her normal place of work from an appointment of City business after 6:00 p.m. or on a weekend.

2. The employee is a member of the Police Department, Sheriff's Department, or Department of Emergency Services, and has the prior written permission of the department head to use a vehicle equipped with emergency equipment for such purpose. The departments are required to keep detailed records of all vehicles used for such purposes and the number of vehicles so exempted shall not exceed the following:

Police Department	33
Sheriff's Department	5
Emergency Services	2

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<sup>1</sup>Excluded from this class would be an employee who resides outside of the City and works in the City.



The proposed ordinance would amend the foregoing provisions to also permit an employee of the Water Department, who has responsibility for emergency responses directly related to maintaining the water supply system, and who has the prior written permission of the General Manager, to use a vehicle equipped with emergency equipment for transportation to and from his or her residence. The Water Department would be required to maintain detailed records of all vehicles used for such purposes.

**Comments:**

1. Ms. Julia Ten Eyck of the City Attorney's Office advises that the specific provisions permitting use of Police, Sheriff, or Emergency Services vehicles for transportation to or from an employee's residence (See Point 2 above) relate to vehicles that are equipped with emergency equipment, and that in addition, any member of those Departments meeting the provisions of 1a, 1b, or 1c above could also use a City-owned vehicle for transportation to and from his or her residence.

2. Mr. John Mullane, General Manager of the Water Department, reports that currently, under the provisions of Point 1 above, 51 Water Department vehicles are used by Water Department employees for transportation to and from the employee's residence. Mr. Mullane also states that each of the employees using the 51 Water Department vehicles has been called out on a minimum of five emergencies during the past year, although the requirement for five such emergency calls does not exist for use of City-owned vehicles under Point 1.

3. Mr. Mullane has provided the Budget Analyst with the following examples of the types of classifications and work that is performed by Water Department employees who use City-owned vehicles for transportation to and from their residences with respect to emergency response duties:

Classification

Work Performed

Chief Stationary  
Engineer

Respond to emergencies concerning water distribution or water filter facilities.

Water Service  
Inspector

Respond to all fires of two or more alarms. Prevent backflow of contaminated water into the water system.

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Classification

Work Performed

Gateman

Respond to all fires of two or more alarms. Control the flow and pressure of water for fire fighting purposes.

4. Mr. Mullane estimates that the additional authority requested herein would result in no more than five additional vehicles being used by Water Department employees for transportation to and from the employee's residence. Mr. Mullane states that the main purpose of the proposed legislation is to authorize those emergency response employees who live outside of the City, but who work in the City, to use City-owned vehicles to and from their residences in order to be able to respond to emergencies.

5. Ms. Ten Eyck advises that requests for consideration to amend the provisions of Section 4.11 of the Administrative Code, in a similar manner as is being requested by the Water Department under the proposed ordinance, will be forthcoming in the near future from the Department of Public Works and from the Coroner's Office. The Committee might want to consider requesting that the City Attorney's Office consolidate forthcoming proposed amendments into a single legislative action.

- Recommendations:**
1. Request the City Attorney to consolidate any forthcoming amendments to Section 4.11 of the Administrative Code into a single legislative action.
  2. The decision of whether to amend Section 4.11 of the Administrative Code to authorize emergency response employees of the Water Department who live outside of the City, but who work in the City, to use City-owned vehicles for transportation to and from their residences in order to be able to respond to emergencies, is a policy decision for the Board of Supervisors.



Item 6 - File - 25-93-1

**Department:** Department of Public Works (DPW)  
Bureau of Engineering

**Item:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Security guard services at 1680 Mission Street

**Description:** The Controller has determined that contracting for security guard services at 1680 Mission St. will result in estimated savings as follows:

<u>City Operated Service Costs</u>	<u>Step 1</u>	<u>Step 5</u>
Salaries	\$37,274	\$45,101
DPW Overhead	<u>35,545</u>	<u>43,002</u>
Total	\$72,819	\$88,103
 <u>Contracted Service Cost</u>	 <u>31,320</u>	 <u>31,320</u>
 <u>Estimated Savings</u>	 \$41,499	 \$56,783

- Comments:**
1. Mr. Joseph Thoppil of DPW reports that the one-year contract with McCoy Patrol Service that expired March 12, 1993 has been extended for an additional year at the same terms through March 12, 1994. According to Mr. Thoppil, the security guard contract will be competitively bid for services beginning March 13, 1994.
  2. The Contracted Service Cost used by the Controller's Office is based on the current contract (extension) cost of McCoy Patrol Service.
  3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor is attached.

**Recommendation:** Approve the proposed resolution.

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900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Public Works-BOE For time Period This will be an ongoing service

Contract Services Security Guard at 1680 Mission

- 1) Who performed services prior to contracting out?

McCoy Patrol Service, a private contractor.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

No City employee ever performed this function.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

Since June 4, 1990 when the Bureau of Engineering moved into the offices at 1680 Mission Street.

- 6) Will contract services meet goals of MBE/WBE Ordinance?

It will conform to the plan.

Joseph Thoppil  
Department Representative

*Joseph Thoppil*

Telephone: 415 554 8363



Item 7 - File 30-93-6

1. The proposed resolution would approve the San Francisco Demonstration County Alcohol and Drug Program Plan for Fiscal Year 1992-93, as prepared and submitted by the Department of Public Health, Division of Mental Health and Substance Abuse Services, Community Substance Abuse Services for submission to the State of California, Department of Alcohol and Drug Programs and authorizing and directing the President of the Board to certify said plan.

2. San Francisco is one of two Counties in the State, which has merged its alcohol and drug program services under the State legislated Demonstration County Alcohol and Drug Program (AB 2904). Pursuant to AB 2904 the Department of Public Health (DPH) is required to submit an annual plan to the State outlining the provision of alcohol and drug services in the City. Fiscal Year 1992-93 represents the fifth year that the City has been involved in this demonstration alcohol and drug program, which is administered by the DPH, Community Substance Abuse Services (CSAS).

3. The DPH, CSAS program goals for FY 1992-93, as outlined in the Plan, are as follows:

- 1) Expand inter-agency and community planning to enhance integration and coordination of service delivery and administration.
- 2) Plan and implement an integrated alcohol and drug service system.
- 3) Provide a continuum of multi-cultural and community-based alcohol and drug prevention and treatment services.
- 4) Provide same-day services to clients in need of substance abuse treatment.
- 5) Create innovative approaches for new alcohol and drug services.

4. The DPH, CSAS reports that the above-noted program goals are based on a needs assessment, which includes (1) assessing the fulfillment of previous years' goals, (2) incorporating the priorities of the City-wide Alcoholism Advisory Board and the Drug Abuse Advisory Board, the Division of Mental Health and Substance Abuse, and the Health Department, (3) strategies outlined in various inter-departmental Task Forces (i.e., Office of AIDS, Mayor's Homeless Task Force, Mayor's Drug Symposium, and Dual Diagnosis Task Force), and (4) recommendations made at substance abuse service provider meetings and community hearings.

5. The DPH, CSAS outlined the following strategies in the Plan, which the Department is now using or will be using in the near future to move the Demonstration County Alcohol and Drug Program closer to achieving its goals:

- 1) Expand services to meet current and emerging needs through Federal, State and local funding.

CSAS continues to aggressively pursue funds to meet the growing needs of the community. Additionally, CSAS collaborates with other City agencies and departments to develop coordinated grants projects. Current projects planned include additional services for HIV infected substance abusers and seniors, and enhancement of existing programs to serve persons with disabilities.

- 2) Advocate for public policy changes aimed at increasing long-term funding and allowing for effective treatment options.

CSAS is strongly advocating for continued funding for additional programs which could reduce client waiting lists. In addition, a Comprehensive Plan to Reduce HIV Infection Among Injection Drug Users was developed by CSAS in conjunction with the DPH, Office of AIDS. CSAS will continue to encourage and support the development of public policy recommendations necessary to promote universal access to alcohol and drug treatment.

- 3) Expand inter-agency and community planning and development projects through the development of a County Master Plan to Reduce Alcohol and Drug Problems

CSAS will utilize Master Plan priorities and affiliations to create new partnerships for better service provision. In addition, continued collaboration with other departments will increase the ability to leverage existing revenues into greater revenues for substance abuse services.

- 4) Expand comprehensive multi-cultural prevention efforts.

CSAS continues to identify possible funding opportunities to provide specialized services for those populations at highest risk for substance abuse. Such specialized services include community education and empowerment for low-income ethnic communities, the recruitment, training and hiring of persons from various cultures into the substance abuse field, public policy prevention efforts targeting advertising and marketing of alcohol and tobacco products, and outreach, prevention and intervention services for lesbians.

- 5) Integrate alcohol and drug planning efforts and services.

The DPH, CSAS will continue its efforts under the demonstration program to develop a comprehensive service continuum for substance abuse. Additionally, combined committees from the City-wide Alcoholism Advisory Board and the Drug Abuse Advisory Board are continuing their joint efforts in planning, program evaluation, and contract processing.

6) Create innovative approaches for new alcohol and drug services

Ongoing planning efforts have brought various agencies and groups together to design projects including (1) a transition and counseling program for adjudicated youth, (2) substance abuse programs in housing projects, (3) residential services for Latino adolescents, and (4) a homeless drop-in center. The homeless drop-in center is the only one of these projects in San Francisco funded to date. The CSAS and the Department of Social Services are exploring methods to provide substance abuse treatment and General Assistance (GA) benefits in a coordinated manner. The overall goal of this joint effort is to significantly increase the number of GA recipients in substance abuse treatment programs and to utilize the available resources of both Departments in a more efficient and effective manner.

6. The DPH, CSAS currently funds 30 community-based combined alcohol and drug programs. These programs represent a continuum of care which includes primary and secondary prevention and treatment programs.

7. In FY 1991-92, substance abuse services (prevention and treatment services) were provided to 13,282 unduplicated alcohol and drug clients. Of these 13,282 total clients, 11,623 unduplicated alcohol and drug clients received outpatient treatment and residential treatment services with the remaining 1,659 receiving prevention services. Of the 13,282 clients, women accounted for 29 percent of residential and out patient clients. The ethnic breakout of the 13,282 clients was as follows:

<u>Ethnic Group</u>	<u>Percent</u>
White	47
African American	39
Latino	8
Asian	4
Native American	<u>2</u>
Total	100

8. A summary of the FY 1992-93 budget for the DPH, CSAS's Demonstration County Alcohol and Drug Program, by service category is as follows:

Administrative Services	\$2,430,105
Substance Abuse Prevention Activities	3,179,711
Outpatient Substance Abuse Services	9,324,264
Residential Substance Abuse Services	11,548,351
Other Recovery Activities	<u>708,326</u>
Total	\$27,190,757

The source of funds for the budgeted \$27,190,757 for the CSAS's Demonstration County Alcohol and Drug Program is as follows:

<u>Funding Source</u>	<u>Amount</u>
General Fund	\$4,384,619
Federal Funds/Grants	17,304,076
State Funds	1,720,602
Client Fees	1,831,805
Private Grants/Donations	<u>1,949,655</u>
Total	\$27,190,757

**Recommendation**

Approve the proposed resolution.

Item 8 - File 38-93-3

**Department:** San Francisco Public Library

**Item:** Resolution authorizing acceptance of equipment and services valued at \$16,986 for the San Francisco Public Library for the Blind and Print Handicapped, from Pacific Bell, the Bothin Foundation, and the George S. Ladd Chapter Number 27 of the Telephone Pioneers of America, with the intent to purchase a computer work station.

**Amount:** \$16,986

**Description:** The San Francisco Public Library for the Blind and Print Handicapped (Library) reports that with the proposed \$16,986 gift from Pacific Bell (\$8,271), the Bothin Foundation (\$7,715), and the George S. Ladd Chapter Number 27 of the Telephone Pioneers of America (\$1,000), the Library would purchase a computer work station for use by the blind and print handicapped in order to access on-line data bases (i.e. the library catalogs) and printed materials. The Library reports that the proposed equipment would be able to scan, or "read", books and other printed materials and communicate the information to the user through voice output capabilities. The Library indicates that the proposed equipment would also serve as a prototype for similar work stations at the new Main Library. The San Francisco Public Library reports that one of its primary goals is to enhance its ability to reach all San Franciscans, including those who cannot read printed materials.

**Comment:** Ms. Gloria Hanson of the San Francisco Public Library for the Blind and Print Handicapped reports that the Library serves residents of San Francisco who cannot see, have difficulty seeing standard print or who are unable to hold a book. According to Ms. Hanson, of the current clientele, 48 percent are visually impaired, 37 percent are blind and 15 percent are print handicapped (physically handicapped or have a reading disorder). Ms. Hanson advises that most of the material (recorded books and machines to play them on), circulated by the Library is provided through the Library of Congress' National Library Service at no cost to the City.

**Recommendation:** Approve the proposed resolution.

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Item 9 - File - 89-93-3

**Item:** Resolution authorizing enrollment of Classification 0555 Executive Officer, Superior Court in the State Disability Insurance Program.

**Description:** The proposed resolution would authorize enrollment of classification 0555 Executive Officer, Superior Court in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City because the Controller's payroll/personnel system is already programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

The following classification in the Superior Court which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Classification</u>	<u>Number of Employees</u>
0555 Executive Officer, Superior Court	1

**Comments:** The Employee Relations Division (ERD) reports receiving a letter requesting SDI coverage signed by the single employee in the 0555 Executive Officer, Superior Court classification.

**Recommendation:** Approve the proposed resolution.

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Item 12 - File 172-93-12

**Department:** Department of Public Health

**Item:** Resolution authorizing the Department of Public Health (DPH), to execute a contract in the amount of \$7,525,189 for the period of July 1, 1992 through June 30, 1994 for Medi-Cal Administrative Services, known as Targeted Case Management, with the State Department of Health Services including a provision indemnifying the State.

**Agreement Amount:** Up to \$7,525,189 for each year of the two-year contract to be paid quarterly to the City by the State Department of Health Services

**Agreement Period:** July 1, 1992 through June 30, 1994

**Source of Funds:** State Department of Health Services (SDHS)

**Project:** Medi-Cal Administrative Services, Targeted Case Management

**Description:** The proposed agreement (Agreement) would provide for the City to receive reimbursement revenues from the State for the costs of Medi-Cal targeted case management administrative services. Targeted case management administrative activities are designed to improve the availability, coordination, and appropriate utilization of remedial health care resources to Medi-Cal eligible recipients. The administrative activities include eligibility determination, outreach activities, coordination of services, immunization coordination, case planning, patient assistance, utilization review, and training.

The proposed Agreement would require the City to indemnify the State from any claims and losses by any persons injured by the City in the performance of the Agreement and from any Federal disallowance of Federal funds paid to the City pursuant to the Agreement.

Under the proposed Agreement, the State would reimburse the DPH for Medi-Cal administration services quarterly. The DPH is responsible for submitting a quarterly invoice to the State in order to receive reimbursement. Payment by the State to the DPH is not to exceed \$7,521,189 annually or \$15,042,378 for the term of the Agreement.

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**Comments:**

1. Ms. Paula Jesson of the City Attorney's Office reports that the City Attorney's Office has reviewed and approved the proposed agreement between the City and the State.

2. Ms. Janet Murphy of the DPH reports that this Agreement is pursuant to SB 910 which states that counties which provide Medi-Cal administrative services and meet certain criteria as set forth by the State, will be reimbursed by the State for Medi-Cal administrative activities. Additionally, Ms. Murphy advises that the State currently reimburses the City for Medi-Cal activities such as fee-for-service or direct medical care.

3. Ms. Murphy reports that reimbursement revenues for Medi-Cal administrative services are included in the DPH's 1992-93 annual budget and were estimated to be \$200,000. Ms. Murphy advises that the estimate was low because DPH expected receipt of the State contract to be delayed until late fiscal year 1992-93.

4. Because the Agreement is not to exceed \$7,525,189 annually for the two-year term of the Agreement, the title of the proposed resolution should be amended to reflect that the DPH would receive up to \$7,525,189 annually each year of the two year period from July 1, 1992 through June 30, 1994.

5. The Agreement provides that the City can be reimbursed retroactively to the beginning of the contract period (July 1, 1992) regardless of when the Agreement is ultimately approved. As such, the proposed resolution should be amended to reflect that the DPH would enter into the proposed Agreement retroactively.

6. Ms. Murphy reports that the DPH will receive approximately \$1,300,000 in Medi-Cal administrative services reimbursements from the State in 1992-93. Ms. Murphy indicates that the \$1,100,000 in excess revenues above the \$200,000 budgeted for 1992-93 (\$1,300,000 less \$200,000) can be used to offset shortfalls in other DPH revenue budgets.

**Recommendations:** 1. Amend the title of the proposed resolution to reflect that the DPH would receive up to \$7,525,189 annually for the period of July 1, 1992 through June 30, 1994.

2. Amend the proposed resolution to authorize the DPH to enter the proposed Agreement retroactively.

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3. Approve the proposed resolution as amended.

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Item 13 - File - 172-93-13

1. The proposed resolution would approve an amendment of the Alexis Apartments of St. Patrick's Parish contract providing for an increase in monthly rent supplement payments to a maximum of \$15,000.

2. The City Rent Supplement Program was originally created in 1973 to provide rental assistance to low income San Francisco residents who were temporarily displaced by the City's Yerba Buena Center redevelopment project. The program provides rent supplements to owners of property on behalf of low income households, and is funded from Hotel Tax revenues.

3. The City and County of San Francisco and the Alexis Apartments entered into a Rental Assistance Contract on December 15, 1986, whereby the City agreed to provide rent subsidies for low-income families and individuals who are elderly, handicapped, displaced, victims of natural disasters, or occupants of substandard housing.

4. Benefits of the Rent Supplement Program are made to property owners only on behalf of tenants who have received a certificate of eligibility from the Mayor's Office. Eligible tenants shall be recertified by the Mayor's Office every month. The certificate states the amount of rent supplement payment that the City will make monthly to the housing owner on behalf of the qualified tenant.

The amount of the rental supplement is calculated as the difference between the basic rental for the unit, as approved by the Mayor, and the tenant's ability to pay. The tenant's ability to pay is determined as the highest of (a) one-fourth of the tenant's income; (b) any welfare allowance for housing if such allowance is larger than one-fourth of the tenant's income; (c) the sum of one-fourth of the tenants income plus any relocation assistance allowance due to the tenant for housing.

However, the amount of the City's rent supplement payment may not exceed 70 percent of the total apartment rent, regardless of the tenant's income. The tenant is responsible for paying the balance of the rent which is not paid by the rent supplement.

5. The Alexis Apartments, located at Fifth and Clementina Streets, includes 158 studio apartments and 48 one-bedroom apartments or a total of 206 apartment units. The contract between the City and Alexis Apartments provides that the owner of Alexis Apartments can assign up to 92 apartments to the City Rent Supplement Program, although approximately 53 units are currently being subsidized by the City. The Federal Department of Housing and Urban Development (HUD) subsidizes 82 of the units at the Alexis Apartments. Under the provisions of the San Francisco Administrative Code, the Mayor is authorized to make Rent Supplement payments to apartment owners who may also be receiving Federal rent supplements from the U.S. Department of Housing and Urban Development.

6. Chapter 24A of the Administrative Code, which governs the City's administration of the Rent Supplement Program, provides that rents which can be charged by owners of apartment buildings under the program must be approved by the

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Mayor. However, the Administrative Code does not contain specific provisions for how the apartment rents are to be determined. According to the Mayor's Office, the basic rental is defined as the minimum monthly rent paid by moderate-income tenants eligible for assistance under Section 236 of the National Housing Act.

At the present time, 53 units at the Alexis Apartments are being subsidized by the City. The number of units, their current rents (resulting from a rent increase on January 1, 1993), and the rent prior to January 1, 1993 are as follows:

	<u>No. of units</u>	<u>Current Rent</u> <u>(as of 1/1/93)</u>	<u>Prior Rent</u> <u>(Before 1/1/93)</u>	<u>Pct. Increase</u>
Studio	51	\$398	\$359	10.8
One Bedroom	2	451	407	10.8

Prior to January, 1993, rents were previously increased in July, 1992 by approximately 9 percent, and in January, 1991. Mr. Lovell Davis, Director of Special Projects in the Mayor's Office, states that a further rent increase is expected to take effect prior to June 1, 1993.

7. The City's contract with Alexis Apartments currently provides that the maximum amount of the total monthly rent supplement payments payable by the City to Alexis Apartments shall not exceed \$9,925, which is equal to \$119,100 on an annual basis. According to Mr. Davis, there is a need to increase the maximum monthly rent supplement to Alexis Apartments by \$5,075 from \$9,925 to \$15,000 (equal to \$180,000 on an annual basis) due to extensive renovations of the apartments and due to decreases in the income of tenants. Mr. Davis states that an increase in the maximum monthly rent supplement to Alexis Apartments is necessary to enable subsidized tenants at Alexis Apartments to remain in their homes. The Budget Analyst notes that such an increase from \$9,925 to \$15,000 in the City's maximum monthly rental supplement payment to the Alexis Apartments would result in an increase of \$60,900 in the City's maximum cost for subsidizing these units (\$180,000 proposed new maximum subsidy less \$119,100 current maximum amount.)

8. The majority of rent supplement recipients receive State Supplement Income (SSI) which has been recently reduced by \$20 monthly. As noted previously, the amount of the City's rent supplement payment is based on the difference between the apartment rent, as approved by the Mayor, and the tenant's income. If the tenant's income decreases, a higher subsidy will be needed.

However, the City's payment for any given apartment is limited to 70 percent of the total rent for the apartment. If the City had already been paying the maximum supplemental payment prior to the decrease in the tenant's income, then, if the rent remains the same, the City would not be able to pay a higher amount to compensate for a decline in the tenant's income. However, as rents increase, then the City's payment as a percentage of the total rent declines, resulting in a higher subsidy amount payable by the City.

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9. Mr. Davis reports that rent increases resulted from extensive renovations which began in January, 1992 and are still underway. The Alexis Apartments had not been renovated for 20 years and are in a state of disrepair, according to Mr. Davis. Mr. Davis states that the Alexis Apartments are not subject to the City's local Rent Control Ordinance, since they are regulated by HUD.

10. Based on the rent increases and the decrease in the income of tenants, in January, 1993 HUD approved a 30 percent increase in the amount of Federal rent subsidies to Federally-subsidized units at the Alexis Apartments. In order for the City to provide a similar 30 percent increase in the amount of rent supplements for the locally-subsidized units, the maximum amount of the total monthly rent supplement payments stated in the City's contract with Alexis Apartments would have to be increased by \$2,977 (30 percent), thus increasing the maximum monthly rent supplement payable by the City from \$9,925 to \$12,902.

In addition to the first 30 percent proposed increase in the amount of the City's maximum annual payment to the Alexis Apartments, Mr. Davis states that there will be an additional increase in rent, estimated at 16 percent, for units in the Alexis Apartments before June 1, 1993. Mr. Davis states that this anticipated rent increase will result from costs associated with the continuing renovation of the apartments. If the City were to increase the maximum amount of its annual rent supplement to the Alexis Apartments by an additional 16 percent, following an initial increase of 30 percent, the City's maximum monthly rent supplement as stated in the contract would increase by an additional \$2,064 from \$12,902 to \$14,966. (The Mayor's Office has recommended that the maximum monthly payment be increased to \$15,000, rather than \$14,966, a difference of \$34 monthly.)

11. The Mayor's Office has recommended the proposed resolution to amend the Alexis Apartment's rental assistance contract to increase the maximum monthly rent supplement to Alexis Apartments by a total of \$5,075 from \$9,925 to \$15,000. As discussed above, a total increase of \$5,041 would result from the combined effect of a 30 percent increase in rent supplement payments which was proposed in response to recent rent increases and the cost of renovations (accounting for an increase of \$2,977 in the City's maximum monthly payment), and a future 16 percent anticipated rent increase for units at the Alexis Apartments (accounting for \$2,064 of the proposed total increase of \$5,041). Because an increase to \$15,000 rather than \$14,966 has been proposed, a difference of \$34 monthly, the actual increase in the City's monthly maximum payment will be \$5,075 rather than \$5,041.

### **Recommendation**

Approval of the proposed resolution to increase the maximum total of the monthly rent supplement amount set forth in the City's contract with Alexis Apartments is a policy matter for the Board of Supervisors.





Item 14 - File - 172-93-14

**Departments:** Purchasing Department, Central Shops  
Department of Public Works, Clean Water Program (CWP)

**Item:** Resolution authorizing the Purchaser of the City and County of San Francisco to enter into an agreement on behalf of the City and County with the California Energy Commission to obtain partial funding for a Compressed Natural Gas (CNG) light-duty vehicle and to participate in a CNG Demonstration and Evaluation Program.

**Amount:** \$2,435

**Source of Funds:** California Energy Commission

**Term of Agreement:** October 19, 1992 through January 31, 1996

**Description:** The California Legislature enacted Public Resource Code Section 25625 to pursue the use of compressed natural gas as a fuel for motor vehicles in order to reduce air pollution. Pursuant to the Public Resource Code Section 25625, the California Energy Commission has developed a Light-Duty Compressed Natural Gas (CNG) Fuel Vehicle Demonstration Program to encourage the use of compressed natural gas as an alternative fuel. The central element of the Program entails program participants accumulating mileage on a CNG light duty vehicle to demonstrate the effectiveness of the use of compressed natural gas.

The Purchasing Department has agreed to participate in the Light-Duty Compressed Natural Gas (CNG) Fuel Vehicle Demonstration Program from 10/19/92 through 1/31/96. Mr. David Cowley of the Purchasing Department advises that, in connection with its participation in this program, the Clean Water Program purchased a GMC Sierra pickup truck with a 5.7 liter V8 engine fueled by compressed natural gas. Mr. Cowley reports that the total cost of the GMC pickup truck, was \$20,995. According to Mr. Cowley, under the proposed agreement, the California Energy Commission would reimburse the City for \$2,435 of the cost of the pickup truck, thereby making the net cost to the City for this vehicle \$18,560. The California Energy Commission provides partial funding of CNG vehicles to encourage the use of vehicles that produce less exhaust pollutants.



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The Purchasing Department advises that the CWP owns the truck and is responsible for providing maintenance records and logs to the California Energy Commission during the term of the demonstration program. The truck cost of \$18,560 was purchased with funds from the Sewer Service Charge in the CWP's 1992-93 budget.

**Comment:** As noted above, the effective date of the proposed agreement is October 19, 1992. Additionally, the Purchasing Department has already purchased the truck and the CWP staff are currently driving the truck. As such, the proposed resolution should be amended to authorize the Purchasing Department to enter into the proposed agreement retroactively.

**Recommendation:** Amend the proposed resolution to authorize the Purchasing Department to enter into the proposed agreement retroactively and approve the resolution as amended.

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Item 15 - File 176-93-2

1. This item is a hearing to consider the impact on the City of San Francisco of plans by the Bank of America for employee layoffs and for reductions in employee health insurance and other related benefits.

2. The merger of Bank of America and Security Pacific Bank in 1992 initiated a process of consolidation of branch offices and changes in staffing patterns at the consolidated Bank of America. The process began in September 1992. Bank of America Government Relations Officer Sheila Radman provided the Mayor's Office with a report that estimates that the consolidation will be completed by mid-1993.

3. Prior to the merger, Bank of America and Security Pacific Bank had a total of 65 branches in San Francisco. The consolidation will close 14 branches, leaving a total of 51 Bank of America branch offices in San Francisco.

4. The Bank of America provided to the Mayor's Office with a report that 31 San Francisco branch employees will lose their jobs by the time the consolidation is complete. Another 38 branch employees will be or have been transferred to other Bank of America locations outside of San Francisco. Bank of America branch staff in San Francisco will decline from 1,123 prior to the merger to 1,054 (1,123 less 31 losing jobs and 38 transferred) after the merger is complete.

5. Salaried branch staff are eligible for severance benefits known as the Merger Transition Program (MTP) if they are offered a non-comparable position. For full-time employees, a non-comparable position is defined as one in which their work hours are reduced by more than 20 percent or their salary is reduced by more than 10 percent. For part-time employees a non-comparable position is defined as one in which their work hours are reduced by more than 4 hours per week or their salary is reduced by more than 10 percent. Employees are also eligible for severance benefits if they are offered a position that is more than one grade lower than their current rank or if they are offered a position that increases their commute to more than 35 miles away. Under the MTP, employees are eligible for severance pay using a formula of three weeks pay for each full year of service up to a maximum of 18 months of total pay.

6. Bank of America is also making shifts in the distribution of employees between full-time salaried positions, part-time salaried positions and hourly positions. Mr. John Cammidge, Bank of America Director of Employee Relations, provided the following distribution of San Francisco branch employees showing pre- and post-consolidation staffing:

	<u>Full-Time</u>	<u>Part-Time</u>	<u>Hourly</u>
Branch staff pre-consolidation	392	113	618
Branch staff post-consolidation	<u>239</u>	<u>279</u>	<u>536</u>
Increase (Decrease) in Staffing	(153)	166	(82)

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According to Mr. Cammidge, although there is a 153 decrease in full-time employees, the 166 increase in part-time employees is greater than the decrease in full-time employees resulting in more total employees receiving some level of health and dental benefits after the consolidation.

7. Ms. Kathi Burke, Bank of America Group Executive Vice President in charge of Human Resources, stated in a March 1993 newsletter that former full-time employees who are shifted to part-time positions remain eligible for all of the Banks' benefits, but the Bank of America's contribution for benefits will be reduced. The Bank of America will reimburse former full-time employees who change to part-time positions for the increase in cost of medical and dental insurance through the end of 1993, at which time the affected employees will have to assume the increased employee contribution of approximately \$20 to \$40 monthly to retain the same level of medical and dental benefits that they previously received. If they cannot afford the additional cost, these employees can opt into lower level medical and dental benefit plans that require lower premiums that are within Bank of America's limit on the employer's contribution to premiums for part-time employees.

8. Most of Bank of America's San Francisco employees work in non-branch operations, which include the Bank of America headquarters and the San Francisco Data Center. The report provided by Ms. Radman states that total San Francisco employment in non-branch and branch operations combined has increased by 277 since March 1988, from 10,131 to a current total of 10,408. The statement reports that the non-branch San Francisco workforce is approximately 80 percent full-time and 20 percent part-time and hourly employees.

9. Mr. Jeff Rusich, International Business Representative for the Office and Professional Employees Union, stated that his union is concerned about the possible relocation of jobs from the San Francisco Data Center to the Bank of America's computer operation in Tempe, Arizona. Mr. Rusich did not have information describing such plans on the part of the Bank of America. Mr. Cammidge states that he is not aware of any plans to relocate San Francisco Data Center employees to Arizona.

Item 16 - File 39-93-1

1. This item is a hearing to consider transmitting the 1992-93 Civil Grand Jury Reports of the City and County of San Francisco. This hearing concerns three reports released by the 1992-93 Civil Grand Jury, as follows:

<u>Department</u>	<u>Report Title</u>	<u>Date Released</u>
Mayor	Budget Crisis	January 27, 1993
City Planning	Planning Commission Discretionary Review	February 3, 1993
Recreation and Park	Recreation and Park Department Management of City-owned Golf Courses	March 9, 1993

2. The Civil Grand Jury's recommendations included in their report entitled Budget Crisis are as follows:

- In the future, the Mayor must reject all one-time budget "fixes", such as those outlined in the Findings.
- The Mayor and the Board of Supervisors must put aside differences and work together to spend at or below what is incoming. The unions must cooperate. It is now time to make the "tough decisions" concerning Charter revision, Civil Service reform, organizational restructuring, and reductions in the work force.
- The Mayor must direct Commissioners and Department Heads to consider for implementation recommendations found in the Mayor's Fiscal Advisory Committee Report and report back on the status.

3. The Civil Grand Jury's recommendations included in their report entitled Planning Commission Discretionary Review are as follows:

- The Planning Commission should use the discretion which is its charge. The Commission should alter its policy of denying all Discretionary Review requests. It should grant or deny Discretionary Reviews based on the merits of each request and on how the proposed project may impact on the priorities set forth in Section 101.1 of the Planning Code.
- The Planning Commission should develop and disseminate appropriate policies and guidelines which inform the public of criteria that will be used by the Commission in considering requests for Discretionary Review.

4. The Civil Grand Jury's recommendations included in their report entitled Recreation and Park Department Management of City-owned Golf Courses are as follows:



Memo to Government Efficiency and Labor Committee  
April 7, 1993 Government Efficiency and Labor Committee Meeting

- The golf courses should be run on a more business-like basis. To achieve this, the Recreation and Park Department should insist upon strict compliance with both leases. (Harding Park and Sharp Park golf courses)
- If any lease violation occurs which is not corrected promptly, the matter should be referred to the City Attorney for appropriate action.
- Detailed CPA financial statements (financial statements certified by Certified Public Accountants) should be submitted in a timely manner annually by the lessees.
- Revenue statements should be submitted by the lessees by the 10th of each month.
- Starter sheets and cart rental sheets should always be completed. Total revenues, broken down by categories, should be determined from these sheets and reconciled to the cash registers daily.
- Lessees should collect all green fees and deposit them in the manner provided by the leases.
- All relevant documents should be retained for audit both by the lessees and by the Recreation and Park Department.
- Interest should be collected as provided by the lease, on all remittances paid late.
- Cash registers, with time, date, department totals, and non-resettable features, should be used to record all cash receipts.
- A detailed written policy on complimentary course use should be established and adhered to at both courses.

**Comments**

1. As of March 15, 1993, the 1992-93 Civil Grand Jury has released two additional reports entitled a) Public Utilities Commission Reorganization and b) Update on Tuberculosis in the San Francisco County Jails.

2. As required by State law, the Board of Supervisors is required to submit comments on the Civil Grand Jury reports to the Presiding Judge who empaneled the Civil Grand Jury. The Clerk of the Board has requested responses from the subject departments. The departments' responses are in the file.

3. The Civil Grand Jury Reports do not include cost estimates for implementing their recommendations.

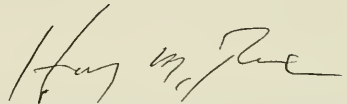
4. Pursuant to a Board of Supervisors request to specifically review the findings regarding the City-owned golf courses the Budget Analyst has reviewed the



Memo to Government Efficiency and Labor Committee  
April 7, 1993 Government Efficiency and Labor Committee Meeting

Civil Grand Jury Report and the Recreation and Park Department's (RPD) response to the report. The RPD reports that although approximately \$9,000 is lost in interest revenue annually as a result of requiring monthly deposits of green fees instead of the old practice of requiring daily deposits, RPD realizes a corresponding savings of approximately \$30,000 because of the elimination of armored car service costs that RPD incurred for delivering daily deposits to the bank. The RPD monitors the activities of the golf courses closely and has not detected any other losses or potential losses.

Regarding the failure of the Sharp Park lessee to perform capital improvements to a total value of \$575,000 as required by the lease in a timely manner, the RPD has now received some documentation (but not complete documentation) from the Sharp Park lessee in which the lessee claims to have made approximately \$549,000 in capital improvements. However, the RPD is reviewing the documentation to ascertain which capital improvements performed by the lessee meet the lease requirements. The RPD continues to encourage strict compliance by the lessee with the terms of the lease and is prepared to seek concessions under the existing lease equal in value to any required capital improvements that are not performed. If such concessions are not provided by the lessee, according to the RPD, the matter could be referred to the City Attorney for further action.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Bierman  
President Alioto  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Barbara Kolesar  
Ted Lakey

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**BUDGET ANALYST**



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**BUDGET ANALYST**

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

April 12, 1993

**TO:** Government Efficiency and Labor Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** April 14, 1993 Government Efficiency and Labor Committee Meeting

Item 1 - File 106-93-1

**Note:** This item was recessed at the April 7, 1993 Government Efficiency and Labor Committee Meeting.

**Department:** Civil Service Commission

**Item:** Transmitting 1) Civil Service Commission Pay Equity Report for Fiscal Year 1993-94, and associated appendices, which the Civil Service Commission approved at its meeting of January 4, 1993 and 2) Civil Service Staff Salary Standardization Report for Fiscal Year 1993-94, and associated appendices, with proposed benchmark compensation adjustments approved for classifications subject to the provisions of Charter Sections 8.400, 8.401, and 8.407 which the Civil Service Commission also approved at its meeting of January 4, 1993.

**Description:** Pay Equity Report

According to Section 8.407-1 of the San Francisco Charter, the Civil Service Commission is required to conduct a pay equity survey comparing City classifications disproportionately occupied by minorities and women and City classifications not disproportionately occupied by minorities and women. In making adjustments to the basic rates of pay recommended

by the Civil Service Commission in its Salary Standardization Survey, the Board of Supervisors may not make upward pay equity adjustments that exceed the equity differentials identified by the Civil Service Commission in this survey, according to the Charter.

The Civil Service Commission approved the pay equity survey at its meeting of January 4, 1993, and it was subsequently transmitted, as required by Charter, to the Board of Supervisors before February 1.

**Comments:**

1. Although the Charter uses the word "survey" to describe the Pay Equity Report, the Civil Service Commission, in conformance with guidelines established by the Mayor's Office, does not conduct original research but rather relies on information gathered by Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington. The Pay Equity Report consists of the following:
  - a. An update, with new salary data, of relevant survey data used to identify pay equity differentials, based on point evaluation pay equity studies conducted in Santa Clara County, the City of Concord, the Sacramento Unified School District and the State of Washington.
  - b. Updated appendices of the City's work force composition as of June 30, 1991, including the percentage of women and minority representation by salary, benchmark and job classification, and the percentage of all groups in the workforce.
  - c. An updated publication of the pay equity differential booklet.
2. The Pay Equity Report is primarily used as one basis by the Employee Relations Division of the Mayor's Office to negotiate pay equity agreements with public employee organizations.
3. This Pay Equity Report has been transmitted to the Board of Supervisors every year for the past seven years. Since the Report is to be used for informational and for administrative purposes only and does not draw any conclusions, the transmittal of this Pay Equity Report requires no action on the part of the Board of Supervisors.

**Description:**                    **Salary Standardization Report**

Charter Section 8.401 established the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid "... in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage rate, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

**Comments:**                    1. In the past, the Civil Service staff have conducted a preliminary Salary Standardization survey of other jurisdictions and reported the results of that survey in a "preliminary" report in January of each year. The Civil Service staff would then conduct a second survey in order to update the preliminary report data in their "final" in February or March. Mr. Geoffrey Rothman of the Civil Service Commission indicates that beginning with fiscal year 1993-94, the Civil Service staff now conducts only one Salary Standardization survey for each new fiscal year. Therefore,

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



the data reported in the proposed "preliminary" Civil Service Staff Salary Standardization Report for fiscal year 1993-94 is the same as the final 1992-93 survey data.

2. The Civil Service staff have completed the "final" Salary Standardization survey for 1993-94, including the Pay Equity Report, of other jurisdictions. However, Mr. Pat Finney of Civil Service reports that the Civil Service Commission will not finally approve some benchmarks included in the final survey until their meeting of April 12, 1993. Also, salary levels for 1993-94 have not yet been finalized for classifications represented by the Service Employees International Union (SEIU) Locals 535, 250, and 790 and the International Federation of Professional and Technical Engineers Local 21 unions which are still negotiating with the City to determine wages through collective bargaining (see Comment 3, below). Mr. Finney indicates that these negotiations are expected to continue until late May, 1993. Therefore, according to Mr. Finney, the annual Salary Standardization Ordinance that is currently before the Board of Supervisors (subject to final approval of the final Salary Standardization survey by the Civil Service Commission on April 12, 1993) includes only those classifications that are not the subject of collective bargaining.

3. Proposition B allows unions representing City employees to elect to determine wages through collective bargaining instead of by the current Salary Standardization method under Charter Section 8.407. Mr. Finney reports that the Service Employees International Union (SEIU) Locals 535, 250, and 790 and the International Federation of Professional and Technical Engineers Local 21 unions, representing approximately 70 percent of the City's employees, have elected to determine wages through collective bargaining pursuant to Proposition B.

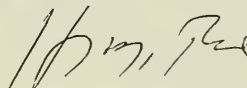
4. Due to extended collective bargaining negotiations the Board of Supervisors at its meeting of March 15, 1993 approved a motion (File 106-93-2) to extend the Charter mandated April 1 deadline for final passage of the Salary Standardization Ordinance for fiscal year 1993-94 by 30 days in order to allow sufficient time to complete collective bargaining negotiations and publishing of the "final" Civil Service Staff Salary Standardization Report for fiscal year 1993-94. However, as noted above, collective bargaining has not been completed and is not expected to be completed until late May, 1993. Therefore, the Salary Standardization Ordinance currently before the Board of Supervisors includes

Memo to Government Efficiency and Labor Committee  
April 14, 1993 Government Efficiency and Labor Committee Meeting

only those classifications that are not subject to collective bargaining.

5. The Civil Service Commission is scheduled to act on the final Salary Standardization survey on Monday, April 12, 1993 for those classifications not subject to collective bargaining and submit their recommendations directly to the Government Efficiency and Labor Committee at the recessed meeting of April 14, 1993. As of the writing of this report, the Civil Service Commission has not finally approved the final Salary Standardization survey. Based on what information is available, Mr. John Madden, Chief Deputy Controller, estimates that salaries for those classifications not subject to collective bargaining will increase by approximately 2.1 percent for 1993-94. Mr. Madden has not completed his analysis of the increased cost for 1993-94 that would result from the approximately 2.1 percent increase in salaries.

6. The attached letter from Mr. Thornton C. Bunch, Jr., Director of the Employee Relations Division states that "The Mayor expects to ask the Board of Supervisors to adopt the Salary Standardization Ordinance after May 1, 1993 upon the premise that the recent salary survey results would be implemented with the beginning of fiscal year 1994-95. In this manner, salaries for 1993-94 would be continued at the 1992-93 levels."



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Bierman  
President Alioto  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley

Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Barbara Kolesar  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

OFFICE OF THE MAYOR  
CITY AND COUNTY OF SAN FRANCISCO



EMPLOYEE RELATIONS DIVISION

FRANK M. JORDAN

MAYOR

THORNTON C. BUNCH, JR.

DIRECTOR

April 8, 1993

TO: All-Recognized Employee Organizations Covered by Charter  
Sections 8.401 and 8.407 (Salary Standardization)

FROM: Thornton C. Bunch, Jr. *C.B.*

RE: Meeting and Conferring

The Mayor has determined that salaries will be required to be frozen at the 1992-93 levels for fiscal year 1993-94 in order to facilitate the Charter requirement that a balanced budget be adopted by the Board of Supervisors.

To this end, he has asked this office to commence meeting and conferring with those recognized employee organizations representing classifications governed by Charter Sections 8.401 and 8.407. The Mayor expects to ask the Board of Supervisors to adopt a Salary Standardization Ordinance after May 1, 1993 upon the premise that the recent salary survey results would be implemented with the beginning of fiscal year 1994-95. In this manner, salaries for 1993-94 would be continued at the 1992-93 levels.

We have scheduled Tuesday, April 13 at 1:30 p.m., Wednesday, April 14 at 11:00 a.m. and Thursday, April 15 at 10:00 a.m. in our offices located at 1390 Market Street, Suite 230, to commence meeting and conferring in connection with this matter. If the dates and times are inconvenient, please call Vicki Rambo at 554-8721 to reschedule.

TCB:vr

cc: Mayor Frank Jordan  
Members, Board of Supervisors  
Louise Renne  
Members, Civil Service Commission  
Jim Lazarus  
Jim Wunderman

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CALENDAR

REGULAR MEETING OF  
GOVERNMENT EFFICIENCY & LABOR COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

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WEDNESDAY, APRIL 21, 1993 - 10:00 A.M.

CHAMBER, 2ND FLOOR  
CITY HALL

PRESENT: SUPERVISORS HALLINAN, KAUFMAN, BIERMAN

CLERK: MARY L. RED

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m., the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Government Efficiency & Labor Committee, and will be acted upon by a single roll call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and consider as a separate item:
  - (a) File 146-93-14. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuing grant allocation of \$790,000, which includes indirect costs based on ten percent of personnel costs, from the California Department of Health Services to continue funding the AIDS Education and Prevention Program component of the Master Grant Agreement. (Department of Public Health)
  - (b) File 146-93-15. [Grant - State Funds] Resolution authorizing the Department of Public Health, Division of Mental Health and Substance Abuse Services, to accept and expend a grant up to the amount of \$408,501 which excludes indirect costs from the State of California, Department of Alcohol and Drug Programs to provide substance abuse/HIV services to residents of San Francisco; waiving indirect costs. (Department of Public Health)
  - (c) File 152-93-1. [Grant - State Funds] Resolution authorizing the Sheriff's Department, Adult Probation Department and Juvenile Probation Department of the City and County of San Francisco to apply for, accept and expend \$395,991 in funds from the State of California Board of Corrections for the Standards and Training of Local Corrections and Probation Officers Programs; stipulations adherence to standards of recruitment and training established by the Board of Corrections. (Sheriff)

ACTION:



## REGULAR CALENDER

2. File 200-93-2. Hearing to consider the housing code enforcement procedures of the Bureau of Building Inspectors and the role of the Department of Social Services in referring low income persons to potentially sub-standard housing. (Supervisors Kaufman, Alioto)  
(Continued from 4/7/93)

ACTION:

3. File 200-93-2.1. [Code Enforcement Priorities] Resolution affirming existing priorities of the Code Enforcement Task Force and urging their continued implementation by member agencies of the City Attorney's Code Enforcement Task Force. (Supervisor Kaufman)

ACTION:

4. File 200-93-2.2. [Feasibility Study Funding] Resolution urging the Mayor to urge the San Francisco Redevelopment Agency and the Department of Social Services and Mayor's Office of Housing and urging the Chief Administrative Officer to urge the Department of Public Works/Bureau of Building Inspection to explore and implement transfer of funds from these City and non-city agencies to the Code Enforcement Rehabilitation Fund or to another fund under the jurisdiction of the Department of Public Works/Bureau of Building Inspection for feasibility studies in connection with nuisances and restore unsafe privately owned low-income housing. (Supervisor Kaufman)

ACTION:

5. File 200-93-2.3. [Hotel Rooms-Referral by Department of Social Services] Resolution urging the Mayor to urge the Social Services Commission to direct the Department of Social Services to discontinue referral of individuals to Hotels that are in violation of Health or Building Codes. (Supervisor Kaufman)

ACTION:

6. File 200-93-2.4. [Hotel Rooms-Payment] Resolution urging the Mayor to urge the Social Services Commission to direct the Department of Social Services to withhold payment for hotel rooms that are in violation of health or building codes. (Supervisor Kaufman)

ACTION:

7. File 200-93-2.5. [Code Enforcement-Public Health] Resolution urging his Honor, the Mayor, to urge the Social Services Commission to set aside \$90,000 to fund, by work order, a health inspector for code enforcement in the Department of Public Health. (Supervisor Kaufman)

ACTION:

8. File 200-93-2.6. [Code Enforcement] Resolution urging his Honor, the Mayor, to urge the Chief Administrative Officer to direct the Bureau of Building Inspectors to set aside \$90,000 to fund a work order health inspector in the Department of Public Health. (Supervisor Kaufman)

ACTION:



9. File 200-93-2.7. [BBI Code Enforcement – City Attorney Positions] Resolution urging His Honor, the Mayor, to urge the CAO to urge DPW/BBI to set aside and transfer to the City Attorney's Office funds to work order two additional Deputy City Attorney Positions to process the 300 cases currently waiting legal action. (Supervisor Kaufman)

ACTION:

10. File 114-93-2. [Building Code] Ordinance amending Building Code by amending Section 203 to authorize the Abatement Appeals Board to hear protests and confirm delinquency reports for special assessment of costs under \$5,000 and to hear appeals of certain refund determinations of the Superintendent of the Bureau of Building Inspection. (Supervisor Kaufman)

ACTION:

11. File 125-93-1. [Housing Code] Ordinance amending Housing Code by amending Section 204 to establish citation authority for enforcement of the Housing Code.

ACTION:

12. File 125-93-2. [Housing Code] Ordinance amending Housing Code by amending Section 302 to authorize the Bureau of Building Inspection to inspect an apartment house or hotel less frequently than once a year if the apartment house or hotel has an established record of compliance with code requirements and to authorize a corresponding reduction in the amount of the annual license fee the amount of which is appealable to the Abatement Appeals Board. (Supervisor Kaufman)

ACTION:

13. File 97-93-4. [Campaign Statement Filing] Ordinance amending Chapter 16 of the San Francisco Administrative Code by Adding Article XIIB thereto to require candidates and political committees to file copies of their campaign statements on computer diskette. (Supervisors Achtenberg, Bierman, Hallinan, Shelley, Alioto)

ACTION:

14. File 64-93-6. [Sublease, Property] Resolution authorizing the Mayor, acting through the Mayor's Office of Housing, to enter into exclusive negotiations for the sublease of the Polytechnic High School Gymnasiums (The "Property") to the Inner Sunset Haight Ashbury Polytechnic Coalition (ISHA-POLY) for development as community centers. (Supervisor Bierman)

ACTION:

15. File 162-93-1. Annual Joint Fundraising Drive Participants

APPLICANTS

United Way of the Bay Area  
Local Independent Charities  
Earth Share of California (Environmental Federation)  
Bay Area Black United Fund, Inc. (BABUF)  
The Progressive Way  
Combined Health Appeal of California  
International Service Agencies (ISA)

ACTION:

16. File 215-93-1. [State Funds] Resolution declaring support for the application of the Friends of Islais Creek to the State of California for Urban Stream Restoration Grant Funds to be used for planning and implementing a demonstration restoration project in and near Islais Creek. (Supervisor Bierman)

ACTION:

17. File 38-93-4. [Acceptance of Gifts] Resolution accepting two gifts valued at \$289,200.14, for use by the Recreation and Park Department (\$281,700.14 from the Richard and Rhoda Goldman Fund, through Friends of Recreation and Parks, for the renovation of the Julius Kahn Clubhouse and \$7,500 from Friends of Recreation and Parks, for a handicap access ramp at the Julius Kahn Clubhouse). (Recreation and Park Department)

ACTION:

18. File 89-93-4. [State Disability Insurance] Resolution authorizing enrollment of Classification AA38 Property Transfer Assistant in the State Disability Insurance Program. (Office of the Mayor's Employee Relations Division)

ACTION:

CLOSED SESSION

19. File 45-93-18. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Lynn Barfield against the City and County of San Francisco, by payment of \$30,250. (City Attorney)

ACTION:

20. File 45-93-19. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Bertha Chapa against the City and County of San Francisco, by payment of \$10,000. (City Attorney)

ACTION:

21. File 166-93-2.1. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of City and County of San Francisco against Alexander Metlenko and Helen F. Metlenko by accepting consideration in the total amount of \$10,000 payable in cash and discharging said persons above-named from further liability; companion measure to File 166-93-2. (Tax Collector)

ACTION:

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April 19, 1993

**TO:** Government Efficiency and Labor Committee  
**FROM:** Budget Analyst *Recommendations*  
**SUBJECT:** April 21, 1993 Government Efficiency and Labor Committee Meeting

Item 1a - File 146-93-14

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Resolution authorizing the Department of Public Health to apply for a continuing grant allocation of \$790,000, which includes indirect costs based on 10 percent of personnel costs, from the California Department of Health Services to continue funding the AIDS Education and Prevention Program component of the Master Grant Agreement.

**Grant Amount:** \$790,000

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** California Department of Health Services

**Project:** AIDS Education and Prevention Program

**Description:** The proposed grant funds would be used to continue the provision of AIDS/HIV education and prevention services to residents of San Francisco. These services are targeted to gay men, substance abusers and other persons who are at high risk for transmission of HIV infection. The scope of program services would include street and community outreach, risk reduction programs and community intervention programs.

Memo to Government Efficiency and Labor Committee  
April 21, 1993 Government Efficiency and Labor Committee Meeting

**Budget:** The DPH will provide the program budget details when it submits its request for authorization to accept and expend the proposed grant funds.

**Required Match:** None

**Indirect Costs:** 10 percent of personnel costs

**Comments:** 1. The DPH will submit a copy of the Summary of Grant request with its request for authorization to accept and expend the proposed grant funds.

2. The DPH has prepared a Disability Access Checklist for this program, which is on file with the Clerk of the Board.

**Recommendation:** Approve the proposed resolution.

Item 1b - File 146-93-15

**Department:** Department of Public Health (DPH),  
Division of Mental Health and Substance Abuse Services

**Item:** Resolution authorizing the Department of Public Health to accept and expend a grant up to the amount of \$408,501, which excludes indirect costs, from the State of California, Department of Alcohol and Drug Programs, and waiving indirect costs.

**Grant Amount:** Up to \$408,501

**Grant Period:** July 1, 1992 to June 30, 1993

**Source of Funds:** State of California, Department of Alcohol and Drug Programs

**Description:** The proposed grant funds in the amount of up to \$408,501 would be used by DPH to fund contract services with Haight Ashbury Free Clinics Inc. (\$258,411) and 18th Street Services (\$150,090) for the provision of substance abuse treatment services. Specific services to be provided by Haight Ashbury Free Clinics Inc. include full medical and psychiatric outpatient services, which provide symptomatic detoxification, plus dual diagnosis and HIV disease treatment services. 18th Street Services would provide outpatient substance abuse treatment services (counseling and group therapy) for gay and bisexual men. Information, education and prevention are major elements of this program, which places a special emphasis on substance abuse and its relationship to the HIV/AIDS epidemic.

**No. of Persons to be Served:** Haight Ashbury Free Clinics - 19,654 hours of medical and psychiatric services provided to 404 clients.

18th Street Services - 5,193 hours of counseling services provided to 180 clients.

**Budget:** Haight Ashbury Free Clinics

<u>Personnel</u>	<u>FTE</u>	
Director	0.15	\$7,216
Deputy Director	0.03	4,531
Intake Supervisor	0.26	7,462
Administrative Aid	0.26	5,863
Psychiatric Nurse	0.21	7,676
Clinical Psychiatric Supervisor	0.22	8,609



Memo to Government Efficiency and Labor Committee  
 April 21, 1993 Government Efficiency and Labor Committee Meeting

<u>Personnel</u>	<u>FTE</u>	
Physician	0.09	\$7,462
Psychiatrist	0.11	9,514
Chief Pharmacist	0.26	11,727
Clinical Supervisor	0.10	3,198
Intake Counselor	0.78	15,458
Intake Evaluator/Receptionist	0.26	5,330
Vocational Rehab. Counselor	0.21	5,034
Prevention Coordinator	0.13	4,712
Volunteer Coordinator	0.26	7,995
Outreach Counselor	1.42	35,916
Counselor	0.13	2,665
Janitor	<u>0.26</u>	5,597
Fringe Benefits		<u>40,083</u>
Subtotal	5.14	\$196,048

Operating Expenses

Rental	\$11,771	
Utilities	2,620	
Office Supplies	1,045	
Building Maintenance Supplies	85	
Printing/Reproduction	929	
Insurance	5,085	
Staff Training	284	
Travel	155	
Equipment Rental	163	
Educational Materials	77	
Janitorial	465	
Medical Supplies	931	
Pharmaceutical Supplies	22,916	
Laboratory Services	4,156	
Consultant Services	1,291	
Advertising	<u>433</u>	
Subtotal		52,406

Administrative Overhead 27,687

Total \$276,141

Less non-City Revenues\* 17,730

**Total Grant Funds \$258,411**

**18th Street Services**

<u>Personnel</u>	<u>FTE</u>		
Intake Coordinator	0.32	\$6,730	
Counselor	1.58	42,063	
Assistant Clinical Director	0.16	4,711	
Clinical Director	0.54	20,594	
Executive Director	<u>0.35</u>	15,546	
Fringe Benefits		<u>19,722</u>	
Subtotal	2.95		\$109,366

**Operating Expenses**

Rental	\$21,424	
Utilities	4,285	
Office Supplies	2,480	
Building Maintenance Supplies	1,428	
Printing/Reproduction	3,333	
Insurance	4,098	
Staff Training	2,095	
Travel	2,857	
Equipment Rental	1,143	
Consultant Services	5,553	
Audit	1,904	
Advertising	4,285	
Miscellaneous	<u>1,904</u>	
Subtotal		56,789

**Administrative Overhead** 15,342

Total \$181,497

Less non-City Revenues\* 31,407

**Total Grant Funds** **\$150,090**

\* These revenues include such categories as client fees and fund raising activities.

**Required Match:** None

**Indirect Costs:** State regulations prohibit the use of these grant funds for indirect costs. As such, the proposed legislation includes a provision to waive indirect costs.

**Comments:** 1. The DPH reports that it did not submit a request to the Board of Supervisors for authorization to apply for the proposed grant funds because these funds were originally allocated by the State to the City based on a formula and not as grant funds. The DPH advises that in October of 1992, it

received notification from the State that due to changes in Federal funding allocations, the State had realigned its revenues. This re-alignment resulted in the \$408,501 being recategorized as grant funds. As such, the DPH is now requesting authorization to accept and expend these grant funds.

2. As noted above, the proposed grant has a start-up date of July 1, 1992. The DPH advises that expenditures have been incurred against these grant funds. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend the proposed grant retroactively.

3. Attached is a grant summary, as prepared by the DPH, for the proposed grant funds.

4. A Disability Access Checklist has been prepared by the DPH for this grant program and is on file with the Clerk of Board.

**Recommendation:** Amend the proposed resolution to authorize the DPH to accept and expend the proposed grant retroactively and approve the proposed resolution as amended.

Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor: State of California, Dept. of  
Alcohol and Drug Programs

Contact Person: Merle Yamakaki

Address: 1700 "K" Street  
Sacramento, CA 95814

Amount Requested: \$ 408,501

Term: From July 1, 1992 To June 30, 1993

Health Commission \_\_\_\_\_ Board of Supervisors: \_\_\_\_\_ Finance Committee \_\_\_\_\_  
Full BoardDivision: Mental Health and Substance  
Abuse Services

Section: Community Substance Abuse Services

Contact Person: Wayne Clark, Ph.D.

Telephone: 255-3500

Application Deadline: N/A

Notification Expected: N/A

Item Description: Request to accept and expend a subvention in the amount of \$408,501 for the period of July 1, 1992 to June 30, 1993 to provide substance abuse and HIV services.II. Summary:

On its revised allocation letter dated October 16, 1992, the State of California re-aligned its revenues due to changes in federal fund allocations. As a result of this realignment, \$408,501 was set up in a new category titled "SABG [Substance Abuse Block Grant] - New HIV Services Set-Aside (Federal Category #93.992). This new fund classification compels the Department to go through the formal "accept and expend" process in order to expend the funds. This fund is among those which are allocated annually among the Department's contract renewals for ongoing substance abuse treatment services. (Continued on Page 1b attached).

III. Outcomes/Objectives:

The objectives are consistent with the continued services, i.e. substance abuse/HIV treatment services to residents of San Francisco.

IV. Effects of Reduction or Termination of These Funds:

Should these funds be reduced or terminated in the next fiscal year, the reduction would be spread among all CSAS contractors currently providing these services.

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Yr./Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount	N/A	N/A	408,501			
Personnel						
Equipment						
Contract Svc.			408,501			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			*			

VI. Data Processing

(costs included above)

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VII. Personnel

F/T CSC			N/A			
P/T CSC			N/A			
Contractual			**			

\*The State of California doesn't permit a separate indirect cost, however it does allow the Department to expend 10% of its annual block grant subvention on program administration.

\*\*These funds are a portion of those received by contractors and exact FTEs are unknown. The Health Commission has approved the contracts for Fiscal 1992/93.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Not applicable.

Will grant funded employees be retained after this grant terminates? If so, How?  
Not applicable.

\*VIII. Contractual Services: Open Bid \*\*\* Sole Source \*\*\* (if sole source, attach Request for Exemption Form)

\*\*\*Each contractor's services have been awarded through the Department's RFP process or approved as a sole source award.

Page 1b

Grantor: State of California, Dept. of  
Alcohol and Drug Programs  
Contact Person: Merle Yamakaki  
Address: 1700 "K" Street  
Sacramento, CA 95814  
Amount Requested: \$ 408,501  
Term: From July 1, 1992 To June 30, 1993

Division: Mental Health and Substance  
Abuse Services  
Section: Community Substance Abuse Services  
Contact Person: Wayne Clark, Ph.D.  
Telephone: 255-3500  
Application Deadline: N/A  
Notification Expected: N/A

II. Summary (Continued from Page 1):

These funds are allocated among the following contractors:

18th Street Services	\$150,090
Haight Ashbury Free Clinics	258,411

As stated above, the State of California doesn't permit the City to charge indirect costs, however it permits the Department to expend annually 10% of its total allocation for program administration.



Memo to Government Efficiency and Labor Committee  
April 21, 1993 Government Efficiency and Labor Committee Meeting

Item 1c - File 152-93-1

**Departments:** Sheriff's Department  
Adult Probation Department  
Juvenile Probation Department

**Item:** Resolution authorizing the Sheriff's Department, Adult Probation Department and Juvenile Probation Department of the City and County of San Francisco to apply for, accept and expend \$395,991 in funds from the State of California Board of Corrections for the standards and training of local corrections and probation officers programs; stipulating adherence to standards of recruitment and training established by the Board of Corrections.

**Grant Amount:** \$395,991

**Grant Period:** July 1, 1993 to June 30, 1994

**Source of Funds:** State of California Board of Corrections under Senate Bill (SB) 924

**Project:** Standards & Training for Local Corrections and Probation Officers Program

**Description:** The proposed grant would fund State-certified training for Corrections and Probation Officers in the Sheriff's Department, Adult Probation Department, and Juvenile Probation Department. The program is operated by the State Board of Corrections which provides funds to improve and standardize the skills of Deputy Sheriff jail staff from entry-level staff to department heads. Senate Bill 924 authorized the State Board of Corrections to establish minimum standards for the selection and training of Deputy Sheriff jail staff and to certify the training courses to be taken by personnel participating in this program.

The proposed grant would fund training for City corrections and probation officers. A total of 828 Deputy Sheriffs and Probation Officers would participate in the Standards and Training for Local Corrections and Probations Officers Program during Fiscal Year 1993-94. Total training hours would be 53,372 and would range from 24 hours of training for experienced personnel to 200 hours of training for new personnel. All training costs are paid by this grant and no matching funds are required.

The major subject areas of training are listed below:

Deputy Sheriff Jail Staff

Psychological theory and diagnostic techniques  
Security and supervision of minors and adults  
Legal considerations (vicarious liability, courtroom procedures, records management, confidentiality)  
Laws of evidence  
Emergency procedures ( First Aid, CPR, etc.)  
Supervision of special inmates

Probation Officers

Statutory, case and administrative law  
Laws relating to justice system procedures of police, district attorney, courts and probation service  
Handling of victims and witnesses  
Confidentiality and client rights  
Community resources  
Time and caseload management  
Interviewing techniques  
Report writing  
Diagnostic and counseling techniques and cultural awareness

Supervisory, Administrative Personnel

Managing personnel problems  
Supervisory skills  
Legal aspects of personnel supervision  
Budgeting, accounting and fiscal management techniques  
Stress management  
Communication skills  
Legal updates (cases, statutory, administrative law)  
Applied management models (MBO, conflict resolution, etc)  
Information systems  
Cost effectiveness analysis  
Community relations

Memo to Government Efficiency and Labor Committee  
April 21, 1993 Government Efficiency and Labor Committee Meeting

**Project Budget:**

<u>Dept</u>	<u>Staff</u>	<u>Hours</u>	<u>Tuition</u>	<u>Travel</u>	<u>Per Diem</u>	<u>Salary* Replacement</u>	<u>Total</u>
Sheriff	526	40,892	\$31,255	\$5,250	\$20,608	\$204,351	\$261,464
Adult Probation	104	5,240	28,092	5,399	5,501	7,125	46,117
Juvenile Probation	<u>198</u>	<u>7,240</u>	<u>47,939</u>	<u>8,700</u>	<u>10,925</u>	<u>20,846</u>	<u>88,410</u>
Grand Total	828	53,372	\$107,286	\$19,349	\$37,034	\$232,322	\$395,991

**Required Match:** None

**No. of Persons  
Served:** Training for 828 City personnel

**Indirect Costs:** None. The State Department of Corrections requires that all funds be used for direct training services.

**Comments:**

1. The Standards and Training of Local Corrections and Probation Officers Program requires the City to adhere to the standards of recruitment and training established by the State Board of Corrections and provides that the costs of compliance must be fully reimbursed by the State.
2. The State does not permit reimbursement to the City for indirect costs. Reimbursable costs include travel, per diem, tuition, training fees, training materials and the costs of replacing staff while in training. Therefore, the proposed resolution should be amended to waive indirect costs.
3. The three departments have participated in the Program for the previous thirteen years.
4. The "Summary of Grant Request," is attached.
5. Disability Access Checklists for the Sheriff's Department, Adult Probation Department, Juvenile Probation Department are in the Board file.

**Recommendation:** Amend the proposed resolution to waive indirect costs, and approve the proposed resolution as amended.

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\* The salary replacement cost of \$204,351 for the Sheriff's Office is for other Deputy Sheriffs working overtime. Salary replacement for the Adult and Juvenile Probation Departments is for temporary staff.

File Number \_\_\_\_\_

Grant Application Information Form

A document required to accompany a proposed resolution  
Authorizing a Department to Apply for a Grant

TO: The Board of Supervisors  
Attn: Clerk of the Board

The following describes the grant referred to in the accompany resolution:

Department: San Francisco Sheriff's Department  
Contact Person: Lieutenant William Chionsini Telephone: (415) 553-9600  
Department: Adult Probation  
Contact Person: Gail Goldman Telephone: (415) 553-1433  
Department: Juvenile Probation  
Contact Person: David F. Hodges Telephone: (415) 753-7560

Project Title: Standards & Training for Local Corrections  
Grant Source: Officers Program - State of California Board of Corrections

## Proposed (New / Continuation) Grant Project Summary:

An application to the State Board of Corrections for funding of state-certified training for local corrections officers. The training is to be carried out under the SB 924 subvention for the benefit of personnel in the Sheriff's, Adult Probation and Juvenile Probation Departments. This will be the thirteenth year of participation in the statewide training subvention. The proposed program would train a total of 828 personnel during the 1993/94 fiscal year. Total training hours would be 55,372 and would range from 24 hours per year for update training of experienced personnel to 200 hours of training for new personnel. Training costs are paid by this subvention and no matching funds are required.

Amount of Grant Funding Applied for:	\$395,991.00
Maximum Funding Amount Available:	\$395,991.00
Required Matching funds:	N/A
Number of Positions Created and Funded:	-0-
Amount to be Spent on Contractual Services:	-0-
Will Contractual Services be put out to Bid?	No

49475

Items 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 - Files 200-93-2, 200-93-2.1, 200-93-2.2, 200-93-2.3, 200-93-2.4, 200-93-2.5, 200-93-2.6, 200-93-2.7, 114-93-2, 125-93-1, and 125-93-2

**Note:** File 200-93-2, Item 2, was continued at the April 7, 1993, Government Efficiency and Labor Committee Meeting.

**Items:** This hearing, seven proposed resolutions, and three proposed ordinances are concerned with enforcement of the City's Housing Code, particularly as they pertain to sub-standard housing and hotels where General Assistance (GA) recipients and Homeless persons are placed by the Department of Social Services.

Item 2, File 200-93-2; Hearing to consider the Housing Code enforcement procedures of the Bureau of Building Inspection and the role of the Department of Social Services in referring low income persons to potentially sub-standard housing.

Item 3, File 200-93-2.1; Resolution affirming existing priorities of the Code Enforcement Task Force and urging their continued implementation by member agencies of the City Attorney's Code Enforcement Task Force.

Item 4, File 200-93-2.2; Resolution urging the Mayor to urge the San Francisco Redevelopment Agency, the Department of Social Services, and the Mayor's Office of Housing and urging the Chief Administrative Officer to urge the Department of Public Works/Bureau of Building Inspection (DPW/BBI) to explore and implement the transfer of funds from these City and non-City agencies to the Code Enforcement Rehabilitation Fund or to another fund under the jurisdiction of the Department of Public Works/Bureau of Building Inspection for feasibility studies in connection with nuisances and to restore unsafe privately owned low-income housing.

Item 5, File 200-93-2.3; Substitute legislation is being submitted for this item. The Budget Analyst's report is based on the substitute legislation. Resolution urging the Mayor to urge the Health Commission to direct the Department of Public Health and to urge the Chief Administrative Officer to direct the Department of Public Works to notify the Department of Social Services (DSS) within 24 hours if any hotel used for the placement of DSS clients has been cited by the Department of Public Health or for which an order of abatement has been issued by the Department of Public Works.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Government Efficiency and Labor Committee  
April 21, 1993 Government Efficiency and Labor Committee Meeting

Item 6, File 200-93-2.4; Substitute legislation is being submitted for this item. The Budget Analyst's report is based on the substitute legislation. Resolution urging the Mayor to urge the Social Services Commission to direct the Department of Social Services to discontinue referral of DSS clients to Hotels that are in violation of Health or Building codes.

Item 7, File 200-93-2.5; Resolution urging the Mayor to urge the Social Services Commission to set aside \$90,000 to fund, by work order, a Health Inspector for code enforcement in the Department of Public Health.

Item 8, File 200-93-2.6; Resolution urging the Mayor to urge the Chief Administrative Officer to direct the Bureau of Building Inspection to set aside \$90,000 to fund, by work order, a second Health Inspector in the Department of Public Health.

Item 9, File 200-93-2.7; Resolution urging the Mayor to urge the CAO to urge DPW/BBI to set aside and transfer to the City Attorney's Office funds to work order two additional Deputy City Attorney positions to process the 300 cases currently awaiting legal action.

Item 10, File 114-93-2; Substitute legislation is being submitted for this item. The Budget Analyst's report is based on the revised legislation. Ordinance amending the San Francisco Building Code by amending Section 203 to authorize the Abatement Appeals Board to hear protests and confirm delinquency reports for special assessment of costs under \$5,000.

Item 11, File 125-93-1; Ordinance amending the San Francisco Housing Code by amending Section 204 to establish citation authority for enforcement of the Housing Code.

Item 12, File 125-93-2; Substitute legislation is being submitted for this item. The Budget Analyst's report is based on the substitute legislation. Ordinance amending the Housing Code by amending Section 302 to authorize the Bureau of Building Inspection to inspect an apartment house or hotel less frequently than once a year if the apartment house or hotel has an established record of compliance with code requirements.

**Description:** With respect to Item 2. File 200-93-2 concerning the City's Housing Code enforcement procedures and the role of the Department of Social Services (DSS) in referring low income persons to potentially sub-standard housing, the following Housing Code enforcement description is keyed to the diagram shown in Attachment I.

Housing Code violations are processed through administrative hearings. Initially, the BBI inspector issues a Notice of Violation to the building owner, giving the owner a specified time period, normally 30 to 45 days, to correct the violation. If the violation is not corrected within the specified time period, the inspector issues a Notice to Show Cause, and schedules a Superintendent's (Superintendent of the BBI) Hearing. If correcting the violation is not resolved as a result of the Superintendent's Hearing, the Housing Inspection Division of BBI transfers the case to the Code Enforcement Division, which then schedules a Director's (Director of DPW) Hearing and so notifies the building owner by issuance of a Notice of Director's Hearing. The building owner is notified that all costs of enforcement will be charged to the owner. The Director's Hearing is scheduled within 30 days of the referral from the housing inspector, but may be continued once for 30 days, for good cause. Also, the building owner may waive the Director's Hearing and proceed directly to a hearing by the Abatement Appeals Board.

The Director of DPW issues a Notice of Decision within 30 days of the Director's Hearing. If building repairs are prescribed, such repairs must commence within 60 days of the decision notice, and must be completed within six months of commencement. A one-time, 90 day, extension may be granted, for good cause, for both the commencement and completion of the repair work. The owner may appeal the Director's decision to the Abatement Appeals Board within 10 days of the Notice of Decision, and the hearing will be set within 30 days of the appeal, which may be continued once for 60 days upon showing of good cause. The Abatement Appeals Board renders its findings and decision within 10 days of the hearing and may rehear an appeal if requested within 10 days of its decision. If the Board decides that building repairs are required, it issues an Order of Abatement to the building owner. Failure of the building owner to comply with that Order of Abatement results in the case being referred to the City Attorney.

Recently, the City added provisions for charging violators for the direct costs of code enforcement. The costs are assessed when a Director's Hearing is scheduled, and are retroactive to the first inspection leading to the administrative proceedings. If the fees are not paid, the City records a tax lien against the property. Further, the violations will not be deemed legally abated until all repairs are completed and the assessment for fees is paid.

The City also reports owners of sub-standard housing to the State Franchise Tax Board, which has the authority to disallow deductions on State income tax returns for such housing.

The City has established a Code Enforcement Rehabilitation Fund (CERF) which receives from the State a portion of those funds accumulated from disallowed State income tax deductions. CERF funds are used to defray the costs of code enforcement and to provide loans of up to \$7,500 for low-income owners of sub-standard housing who cannot afford the cost of building repairs.

With respect to the policy of the Department of Social Services (DSS) of referring low income persons to potentially sub-standard housing, in a memorandum of understanding signed by the Directors of Social Services, Public Health, Public Works, and the Chief of the Fire Department (the MOU - See Attachment II ), DSS agrees to "upon notice, stop referring individuals to any hotels which have received DPW Orders to abate Building and Housing Code violations."

With respect to File 200-93-2.1 (Item 3), the priorities of the Code Enforcement Task Force for abating code violations are as follows:

1. Violations that blight a neighborhood's residential purposes;
2. Violations involving multiple Health and Safety Code provisions;
3. Violations involving persisting unabated code violations.

The proposed resolution would reaffirm the priorities of the Code Enforcement Task Force and urge that the its member agencies continue to operate under the priorities and endeavor to obtain code compliance in the most cost effective and efficient manner possible. The Code Enforcement Task Force is comprised of the City Attorney, Department of Public Works,

Department of Public Health, Department of City Planning, the Fire Department, the Police Department, and the District Attorney.

With respect to File 200-93-2.2 (Item 4), the Redevelopment Agency, DSS, the Mayor's Office of Housing, and BBI would be urged to explore the means and to effect the transfer of monies from the Redevelopment Agency, the Mayor's Office of Housing, and DSS to the Code Enforcement Rehabilitation Fund or to another fund under the jurisdiction of BBI, for the purpose of conducting feasibility studies in connection with public nuisances and restoring unsafe, privately owned, low-income housing. As previously stated, the Code Enforcement Rehabilitation Fund is used to defray the cost of enforcement and to provide loans of up to \$7,500 for low-income building owners who cannot afford the cost of building repairs.

With respect to File 200-93-2.3 (Item 5), the Department of Public Health (DPH) would be urged to notify the Department of Social Services within 24 hours if any hotel used by DSS for placement of clients has been cited by the DPH or if any such hotel has been issued an order of abatement by DPW. The MOU includes the provisions that DPH agrees to "promptly report all hotels receiving a 'poor rating' to DSS within 24 hours," and that DPW agrees to "Report DPW Orders of Abatement against any of the listed hotels, to DSS promptly upon issuance."

With respect to File 200-93-2.4 (Item 6), the Department of Social Services would be urged to discontinue referral of individuals to hotels that are in violation of Health or Building Codes. The MOU includes the following provisions whereby the DSS agrees to:

1. Upon notice, stop referring individuals to any hotels which are rated "poor" by DPH;
2. Upon notice by DPW or the Fire Department, stop referring individuals to any buildings for which notices to correct "serious and imminent hazards" have been issued and which have not been abated within 48 hours;
3. Upon notice, stop referring individuals to any hotels which have received DPW Orders to abate Building and Housing Code violations.

With respect to Files 200-93-2.5 (Item 7) and 200-93-2.6 (Item 8), which urges DSS and BBI, respectively, to set aside \$90,000 each to fund, by work order, a total of two Health Inspectors

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



for code enforcement in DPH, Mr. Vit Troyan of DPW reports that BBI has work ordered the sum of \$22,000 to DPH to fund one Health Inspector for the three month period from April through June of 1993 and that additional funds will be work ordered by DPW to DPH to continue the services of a Health Inspector in FY 1993-94. According to Ms. Sally Kipper of DSS, the Department's ability to transfer funds to DPH for a health inspector would be subject to the availability of such funds, as certified by the Controller.

With respect to File 200-93-2.7 (Item 9), Mr. Troyan reports that BBI has work ordered the sum of \$120,000 to the City Attorney to fund two additional Deputy City Attorney positions for the period of April 1, 1993, through June 30, 1994, to process code enforcement cases.

With respect to File 114-93-2. (Item 10), the Building Code would be amended to authorize the Abatement Appeals Board to place special assessments in amounts of less than \$5,000, against properties that have already been assessed a penalty but the penalty is delinquent. The Board of Supervisors currently must authorize all such special assessments. The proposed ordinance would allow the Abatement Appeals Board to make special assessments in amounts of less than \$5,000 without Board of Supervisors approval. Approval by the Board of Supervisors would continue to be required for all special assessments over \$5,000.

With respect to File 125-93-1 (Item 11), which would amend the Housing Code to establish citation authority for enforcement of the Housing Code, the following significant changes would be established:

1. Increases the maximum daily fine by \$500 from \$500 to \$1,000 for violating, disobeying, omitting, etc., any order of the Superintendent of the Bureau of Building Inspection or the Director of Public Works;
2. Extends "public officer" status to all persons authorized by the Housing Inspection Division of BBI to conduct on-site inspections;
3. Requires that the Director of Public Works, in coordination with the Chief of Police, to establish a training program for instructing each employee authorized to be a public officer in arrest and citation procedures for enforcing the Housing Code.



4. Extends criminal penalty provisions to any violation of the Housing Code (currently only violations of Section 701 (a), (b), or (c), which cover minimum heating requirements can be enforced by criminal penalty).
5. Provides for increasing fines for subsequent violations of the Housing Code. Unless otherwise specified, upon a fourth or subsequent violation of the same section of the Housing Code within a one year period, each such additional violation would be charged as a misdemeanor punishable by a fine of not more than \$1,000 or by imprisonment for a period not to exceed six months, no part of which may be suspended. Each and every day during which any provision of the Housing Code is violated, would be deemed a separate offense and could be punished accordingly.
6. Increases the civil penalty for violations of the Housing Code by \$500 from \$500 to \$1,000 for each day such violation is committed or permitted to continue.

With respect to File 125-93-2 (Item 12), the Superintendent of the Bureau of Building Inspection would be authorized to waive the annual inspection requirement if the Superintendent determines that the apartment house or hotel has an established record of compliance with Housing Code requirements. However an inspection would be required at least once every three years.

**Comments:**

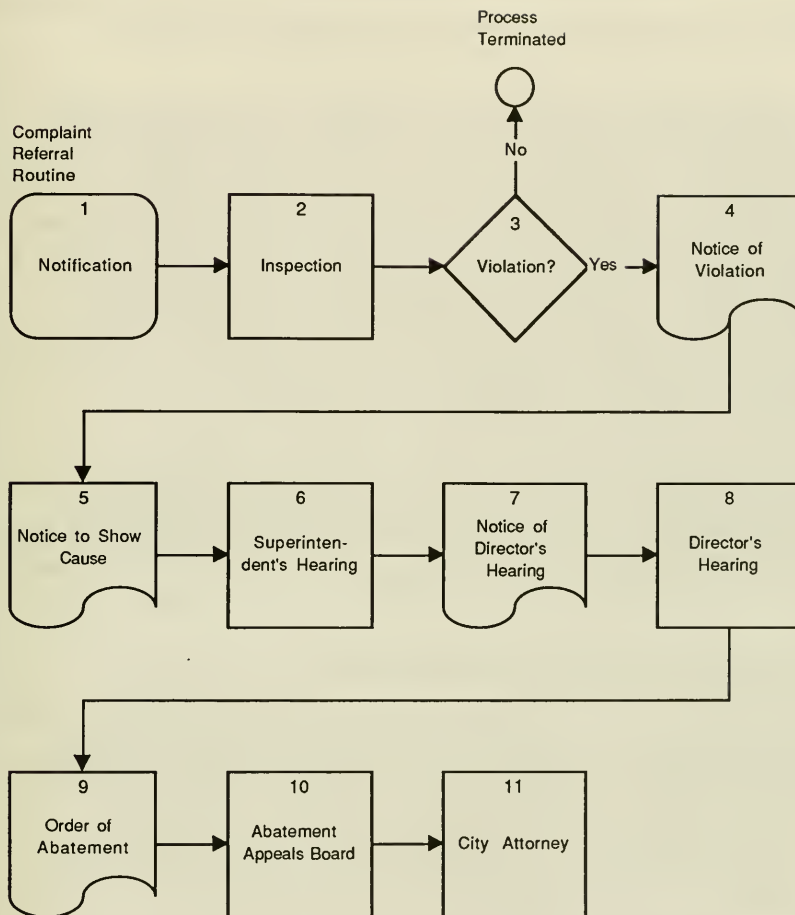
1. The Department of Social Services, by letter dated April 14, 1993, is reiterating to the owners/operators of its referral hotels the minimum standards of maintenance, cleanliness, and provisioning of its rented rooms. A copy of that letter is attached to this report (Attachment III).
2. The Department of Public Works has provided the Budget Analyst with a copy of the Department's progress report concerning improvements to code enforcement. A copy of that progress report is attached to this report (Attachment IV).
3. File 200-93-2.6 (Item 8) references the Bureau of Building Inspectors in the title and on lines 10 and 17 of page one and line three of page 2. That reference should be amended to read the Bureau of Building Inspection.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Recommendations:**1. Amend File 200-93-2.6 in accordance with Comment No. 3.

2. The decision of whether to approve the proposed resolutions and ordinances, which pertain to enforcement of the City's Housing Code, the placement of low income persons in sub-standard housing, and related issues, is a policy decision for the Board of Supervisors.

## BBI Code Enforcement Process



MEMORANDUM OF UNDERSTANDING

Inspection of Hotels Utilized For Housing the Homeless  
and General Assistance Applicants

This Memorandum of Understanding (MOU) is between the San Francisco Department of Social Services (DSS), the Department of Public Health (DPH), the Department of Public Works (DPW), and the San Francisco Fire Department (SFFD), and is an attempt to solve a difficult problem through inter-agency coordination. The goal of this MOU is to maximize the availability of safe clean and habitable hotel rooms for placement of the homeless and General Assistance applicants and recipients, by coordinating prompt enforcement of state and local health, building and housing laws. The purpose of this MOU is to define the role of each department in achieving this goal. The signatory departments will meet on a regular basis to evaluate the effectiveness of this MOU in achieving this goal.

In entering into this MOU, the signatory departments are assuming an undertaking only to promote the general welfare. They are not assuming nor are they imposing on any officer or employee an obligation for breach of which the City and County of San Francisco is liable in money damages to any person who claims that such breach proximately caused injury.

The Department of Social Services agrees to:

1. Maintain a list of hotels used to house the homeless and General Assistance applicants and recipients, and to provide copies of this list to the Department of Public Health (DPH), the Department of Public Works (DPW) and the San Francisco Fire Department (SFFD). The list shall be updated as necessary, and shall include the names of the hotels, owner/operators/lessees, mailing addresses, telephone numbers, and the name and telephone number of the DSS Emergency Hotel Supervisor.
2. Provide copies of any agreements with hotel owners to DPH.
3. Upon notice, stop referring individuals to any hotels which are rated "poor" by DPH.
4. Upon notice by DPW or SFFD, stop referring individuals to (or based upon the severity of the conditions, stop utilizing) any buildings for which notices to correct "serious and imminent hazards" (such as fire hazards, unsafe egress, structural safety, door locks, and other dangers to health or safety) have been issued and which have not been abated within 48 hours.

MEMORANDUM OF UNDERSTANDING

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5. Upon notice, stop referring individuals to any hotels which have received DPW Orders to Abate Building and Housing Code violations.
6. Provide orientation to incoming G.A. clients, regarding sanitation and pest control.
7. Provide written guidelines to clients on the GA program regarding general housekeeping and respect for public/private properties.
8. Provide written expectations to hotel operators to ensure that rooms have the following:
  - (a) Beds consisting of frames and mattresses that are clean and in good repair and off the floor.
  - (b) Clean linen to include 2 sheets, 1 blanket, pillow and pillow case, and to change same weekly and with each new occupant.
  - (c) Windows in good repair with clean coverings.
  - (d) Handsink, where provided, to be equipped with hot/cold running water and with fixtures that are in good repair.
  - (e) Showers and bathrooms in rooms or in common areas to be equipped with hot/cold running water and with fixtures that are in good repair.
  - (f) Institute an effective pest control program to eliminate cockroaches and rodents from the facilities.
  - (g) Doors which function properly and which lock.
  - (h) Rooms will be swept and cleaned before each new occupancy.

Complaints about these items shall be reported to DPH.

9. Promptly report/refer complaints from clients to DPH, DPW or SFFD as appropriate.



MEMORANDUM OF UNDERSTANDING

- 3 -

Provided, nothing in this MOU is intended to affect the authority of General Manager of DSS, consistent with state and local law, to allow the use of a building, for housing the homeless, and General Assistance applicants and recipients, which is in the process of corrective action if that building is deemed safe and habitable by DPW, DPH and SFFD; or, in an extreme situation, where there is no alternative shelter available even if that building has not been determined safe and habitable, to allow the use of a building if the General Manager determines such use appropriate after balancing the need for immediate housing against the potential harm which could be caused by the conditions of a building.

The Department of Public Health agrees to:

1. Inspect rooms, common areas and garbage storage rooms in each hotel on DSS list for Health Code violations pursuant to Article II, Secs. 595 and 596 of the San Francisco Health Code, on a monthly basis.
2. Conduct a joint inspection, with DPW staff of each facility on DSS list, every three months.
3. Pay special attention to insanitary conditions, vermin infestation, and other code violations.
4. Take necessary abatement actions to correct all violations through citation, BEHS/Director of Public Health Administrative Hearings and referral to the City Attorney's Code Enforcement Division.
5. Promptly report and send written referrals to DPW and SFFD regarding building code violations such as heat, blocked fire escapes, non-functional doors, defective structures, electrical and plumbing.
6. Rate hotels "good", "fair" or "poor" and to provide a summary report of all inspected hotels to DSS at the end of each month.
7. Promptly report all hotels receiving a "poor rating" to DSS within 24 hours.
8. Inspect rooms for compliance with the DSS standards as set forth in DSS item 8, above.

MEMORANDUM OF UNDERSTANDING

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9. Implementation of the above MOU in its totality shall be contingent upon adequate staffing with two additional Health Inspectors.
10. Investigate, as appropriate, and notify DSS of the results of the investigation, complaints made by DSS regarding violations of the Health Code or of the DSS standards as set forth in DSS item 8, above within three (3) working days.

The Department of Public Works agrees to:

1. Inspect rooms and common areas in each hotel on the DSS list, jointly with DPH, every three months.
2. Investigate, as appropriate, and notify DPH/DSS of the results of the investigation, complaints made by DSS or by DPH regarding heat violations in any of the listed hotels within 48 hours.
3. Investigate, as appropriate, and notify DPH/DSS of the results of the investigation, complaints made by DSS or by DPH regarding violations by any of the listed hotels, of Building, Electrical, Plumbing, Mechanical and Housing Codes within three (3) working days.
4. Take necessary action to abate violations.
5. Report promptly to DSS instances where notices to correct "serious and imminent hazards" have not been abated within 48 hours.
6. Report DPW Orders of Abatement against any of the listed hotels, to DSS promptly upon issuance.

The San Francisco Fire Department agrees to:

1. Address referred complaints made by DSS, DPH, or DPW regarding any of the listed hotels. The SFFD will notify DSS of findings.
2. Investigate within three (3) working days complaints made by DSS or by DPH regarding violations by any of the listed hotels, of Building and Fire Codes. The SFFD will notify the DSS of the action taken.

MEMORANDUM OF UNDERSTANDING

- 5 -

3. Take appropriate action to abate violations.
4. Notify DSS promptly of instances where notices to correct violations of "serious and imminent hazards" have been issued.
5. Report Orders to Abate Fire Hazard against any of the listed hotels to DSS promptly upon issuance.

DATED:

*Brian Cahill* 4/6/93

BRIAN CAHILL, General Manager  
Department of Social Services

DATED:

*John E. Cribbs*  
JOHN E. CRIBBS, Director  
Department of Public Works

DATED:

*Raymond Baxter*  
RAYMOND BAXTER, Director  
Department of Public Health

DATED:

*Joseph A. Medina*  
JOSEPH MEDINA, Chief  
San Francisco Fire Dept.

2111H

City and County of San Francisco

Department of Social Services

Brian F. Cahill  
General ManagerMichael Hancock  
Acting Assistant General ManagerJohn R. Vora  
Assistant General Manager

4/14/93

Dear Hotel Owner/Operator:

This letter is to reiterate this Department's minimum standards and expectations regarding what is to be available to all the people referred to your hotel by this Department.

We expect that every hotel will provide:

1. a pillow and mattress that are clean and in good repair with the mattress on a bed frame off of the floor;
2. clean linen to include 2 sheets, 1 blanket, and a pillow case. The sheets and pillow case must be changed weekly or with each new occupant;
3. windows in good repair with clean coverings;
4. showers and bathrooms in rooms or in common areas to be equipped with hot and cold running water with fixtures that are in good repair;
5. an effective pest control service monthly, or as directed by the Department of Public Health, to eliminate cockroaches and rodents from the premises;
6. rooms that are swept and cleaned weekly, or before each new occupant moves in;
7. room doors that work and which have functioning locks;
8. access to the hotel common areas and individual rooms as necessary for inspectors from Bureau of Building Inspections (DPW), Department of Public Health, and Fire Department.

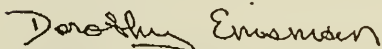
The inspectors from Public Health will inspect each hotel at least monthly. Inspectors from Public Works will make a joint inspection with Public Health at least once every three (3) months. A Fire Inspector will inspect as required.

In addition, hotel owners/operators must attend a training seminar given by Department of Public Health on the maintenance of the hotels. You will be notified of the date, time and location of this seminar.

If you have any questions, please call Bob Gill at 558-4771.

Thank you.

Sincerely,



Dorothy Enisman, Director  
Emergency Housing and  
General Assistance Programs

cc: Brian Cahill, General Manager, DSS.  
John Vera, Asst. General Manager, DSS  
Bobbie Rifkin, Section Manager, Emergency Housing Program  
Bob Gill, Supervisor, Emergency Housing Program Program





## PROGRESS REPORT IMPROVEMENTS TO CODE ENFORCEMENT

- The Bureau of Building Inspection and the Department of Public Health have completed room by room inspections of half of the twenty six hotels utilized by the Department of Social Services for housing people who receive assistance from the City. Notices of Violation have been issued to repair code deficiencies. Hotel owners have begun making repairs.
- A Memorandum of Understanding has been developed defining how Social Services, Public Health, Public Works, and the Fire Department will work together to enforce codes related to the hotels.
- \$120,000 has been sent to the City Attorney to pay for two additional attorneys to prosecute the 300 code enforcement cases currently in the City Attorney's office.
- Funds have been sent to the Department of Public Health to pay for an additional health inspector to inspect hotels for code compliance.
- The Bureau of Building Inspection has received authorization to fill three vacant inspector positions and three vacant clerical positions. These positions will be used to reduce the code enforcement backlog. Once the backlog is abated, these positions will be eliminated through attrition. While the positions are being filled, several inspectors have been reassigned from other areas to inspect hotels.
- The Bureau of Building Inspection has begun working with the City Attorney to simplify the existing code enforcement process.
- Since January 1, 1993, BBI has taken the following actions in code enforcement:

Complaints received	1,124
Complaints abated	685
Superintendent's Hearings	394
Director's Hearings	232
Referred to Franchise Tax Board	150



Item 13 - File 97-93-4

**Department:** Registrar of Voters

**Item:** Ordinance amending Chapter 16 of the San Francisco Administrative Code by adding Article XIIB thereto to require candidates and political committees to file copies of their campaign statements on computer diskette.

**Description:** The proposed ordinance would amend Chapter 16 of the San Francisco Administrative Code titled Officers and Employees Generally, by adding a new Article XIIB titled Electronic Filing of Campaign Statements.

The proposed amendments to the Administrative Code would provide for changes pertaining to the disclosure of financial statements of candidates and political committees. This proposed ordinance would require such persons and/or committees to file campaign financial disclosure statements on computer diskettes with the Registrar of Voters. According to the proposed ordinance, the electronic filing requirement would enable quicker and easier retrieval of information for members of the public and/or the media who are interested in obtaining this information. The proposed ordinance would also enable the Registrar of Voters and the Fair Political Practices Commission to immediately cross-reference campaign donations and reports.

The proposed ordinance would create five new Sections under the newly established Article XIIB. These Sections would be 1) Section 16.535 - Findings and Purpose, 2) Section 16.536 - Definitions, 3) Section 16.537 - Filing of Campaign Statements, 4) Section 16.538 - Penalties for Late Filing, and 5) Section 16.539 - Severability.

The proposed new Section 16.535 - Findings and Purpose, provides that State and local law require candidates and political committees to file campaign finance statements with the Registrar of Voters detailing the sources of their contributions and how they have expended those contributions. The proposed new Section states that the purpose of these laws is to assist voters in making informed electoral decisions as well as to ensure compliance with campaign contribution laws. The proposed Section states that filing campaign statements on computer diskettes or other designated electronic media will further the purposes of campaign financial disclosure laws.

The proposed new Section 16.536 - Definitions clarifies the meaning of words such as "candidate," "committee," "contribution," etc. The proposed ordinance defines "contribution" as that which is set forth in the California Political Reform Act: "a payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment except to the extent that full and adequate consideration is received unless it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure made at the behest of a candidate, committee or elected officer is a contribution to the candidate, committee or elected officer unless full and adequate consideration is received for making the expenditure." The definition also includes, but is not limited to, the purchase of tickets for dinners, luncheons, rallies and similar fundraising events, as well as a candidate's own money or property that is used on behalf of his or her candidacy.

The proposed new Section 16.537 - Filing of Campaign Statements, provides that whenever any elected City and County officer, candidate or committee is required by the California Political Reform Act to file 1) a semi-annual campaign statement, 2) a pre-election campaign statement, 3) a supplemental pre-election campaign statement or 4) an odd-numbered year campaign report with the Registrar of Voters, the elected officer, candidate or committee must, at the same time, file a copy of the report on a computer diskette to the Registrar of Voters.

The proposed new Section 16.538 - Penalties for Late Filing states that any person who files a campaign statement after the deadline would be liable in the same amount and the same terms as set forth in the California Political Reform Act for the late filing of campaign statements required by the Act.

The proposed new Section 16.539 - Severability states that the provisions of this proposed new Article are declared to be separate and severable.

**Comment:**

Ms. Germaine Wong, Registrar of Voters, reports that the proposed ordinance would not result in any immediate savings or increased costs on her office. Ms. Wong advises that the costs of having staff review hard copy reports would be replaced by the costs of having the same staff download diskettes into the Registrar's computer system. Additionally, Ms. Wong states that at this point in time, the Registrar does not intend to purchase additional computers, citing that the one computer it has available for public use would be sufficient

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unless public demand increases. Ms. Wong reports that hard copies of campaign statements will still be available to the public so that if the computer is being occupied, disclosure statements can still be reviewed. Ms. Wong advises that if the need for additional computers arises, the Registrar for Voters would request additional funds at that time.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.





Item 14 - File 64-93-6

**Department:** Mayor's Office of Housing

**Item:** Resolution authorizing the Mayor, acting through the Mayor's Office of Housing, to enter into exclusive negotiations with the Inner Sunset Haight Ashbury Polytechnic Coalition for the sublease of the Polytechnic High School Boys and Girls Gymnasiums to the Inner Sunset Haight Ashbury Polytechnic Coalition for development of community-serving activities.

**Description:** The City currently owns a leasehold interest in the Polytechnic High School site pursuant to a Ground Lease, dated July 1, 1985, between the City as tenant and the San Francisco Unified School District as landlord. The City in turn, subleases a portion of the school site to Poly High Associates, a California general partnership, for low and moderate income ownership housing (Parkview Commons). The annual rental amount payable to the City under this sublease is \$1.00. Additionally, the City currently subleases the former boys gymnasium facility on the school site to the Pickle Family Circus for a rental amount of \$1.00 annually.

Mr. Joe LaTorre of the Mayor's Office of Housing advises that based on financial considerations regarding the continued operation of the Pickle Family Circus, it is currently anticipated that the Circus will not continue to sublease the former boys gymnasium facility after its current sublease expires on May 31, 1993. The former girls gymnasium facility is not being subleased by the City at this time. Therefore, the Mayor's Office of Housing is proposing to enter into "exclusive negotiations" with the Inner Sunset Haight Ashbury Polytechnic Coalition (ISHA-Poly), a non-profit community development organization, for the sublease of both the boys and girls gymnasiums for development of community programs.

The Mayor's Office reports that the specific services to be provided at the community facilities which would be developed at the site, and the rent to be paid by ISHA-Poly, would be subjects of the proposed negotiations, and have not been determined at this time (see Comment 1).

Section 2.6-1 of the Administrative Code provides that when a proposal for a lease is submitted to the Board of Supervisors for approval, the lease must be awarded to the highest responsible bidder in accordance with competitive bidding procedures. In order to create an exception to this legislative provision, the Mayor's Office of Housing is requesting that the

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Board of Supervisors authorize the Mayor's Office to enter into "exclusive negotiations" with ISHA-Poly as opposed to being required to seek competitive bids for the proposed sublease.

ISHA-Poly is a coalition of individual Inner Sunset and Haight Ashbury neighborhood residents and community-based organizations. ISHA-Poly was formed in 1984 and participated in the citizens advisory process during the development of the Parkview Commons affordable housing complex by the developer, Poly High Associates. ISHA-Poly now desires to establish a multipurpose community center on the Polytechnic High School site. The following organizations are members of ISHA-Poly:

1. Inner Sunset Neighborhood Association
2. Inner Sunset Action Committee
3. Sunset Parkside Education and Action Council
4. Haight Ashbury Neighborhood Council
5. Haight Ashbury Community Development Corporation
6. Golden Gate Senior Services
7. Ecumenical Ministry to the Haight Ashbury
8. Friends of Parkview Commons
9. Pickle Family Circus
10. White Plume Players

Mr. LaTorre indicates that none of the partners in Poly High Associates, the general partnership which developed Parkview Commons, are participants in ISHA-Poly.

**Comments:**

1. ISHA-Poly's community center proposal encompasses a wide range of activities aimed at families, youth, seniors and individuals with low and moderate incomes. Program activities and services would include, but not be limited to, childcare, art/crafts and music classes, fitness and athletic programs, a hot meal program for seniors, a multi-media center, space for an auditorium and theater, and meeting and lounge room space.

ISHA-Poly proposes to finance the community center activities through a combination of user fees, fundraising events, and public and private grants, donations and gifts. Mr. LaTorre advises that the proposed community center will not rely on City funds for its support, and that the provision of funds by the City will not be a subject of the proposed lease negotiations.

2. Mr. LaTorre advises that the Mayor's Office of Housing desires to negotiate exclusively with ISHA-Poly for the sublease of the gymnasiums because it believes that a public bid process could potentially narrow the usage of the gymnasium facilities. Whereas ISHA-Poly proposes to offer a wide range of activities aimed at families, youth, and seniors (as discussed above at Comment 1), individual agencies might propose a single usage for the facilities. Additionally, Mr. LaTorre states that the Mayor's Office of Housing believes that ISHA-Poly is representative of the neighborhood's interests. According to Mr. LaTorre, ISHA-Poly would be required by the Mayor's Office to consider and, to the extent possible, include program proposals from other interested parties in their final proposal for the proposed community centers. Additionally, the proposed resolution provides that the proposed sublease would contain specific restrictions to ensure that (1) the gymnasiums would be used for a public purpose during the entire term of the sublease and (2) that any rehabilitation and use of the gymnasiums will not be in violation of the City's Ground Lease with the SFUSD or the City's sublease with Poly High Associates, which operates the Parkview Commons housing development at the site.

3. The Mayor's Office of Housing reports that the City has previously used Community Development Block Grant (CDBG) funds in the amount of \$333,500 to pay for deferred maintenance at the former Polytechnic High School gymnasiums. Under Federal regulations, CDBG funds may only be used to finance community development type activities. The program activities proposed by the ISHA-Poly for the community centers fall within these guidelines for community development activities. In addition, the proposed resolution would require that any sub-lease between ISHA-Poly and the City would include use restrictions to ensure that the programs provided at the site meet CDBG guidelines.

Mr. LaTorre indicates that the need for any additional renovation of the facilities will be determined based on the specific types of services which would ultimately be provided at the proposed community center. Mr. LaTorre indicates that ISHA-Poly would be responsible to identify a source of funds for any additional renovations which are needed. The City would not make any additional renovations to the facilities under the terms of a proposed lease. Mr. LaTorre indicates that a proposed lease would not obligate the City to provide any funds for renovations or operating costs for the community services which would be provided under the lease.

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While Mr. LaTorre states that ISHA-Poly, as a coalition of community based organizations, would not itself be eligible to receive CDBG funds for further renovations at the facility, Mr. LaTorre indicates that an individual non-profit agency which operates one of the services at the facility could apply for Federal CDBG funds, subject to CDBG eligibility requirements.

4. The proposed legislation, if approved by the Board of Supervisors, would authorize the Mayor's Office of Housing to enter into exclusive negotiations with the ISHA-Poly for the sublease of the gymnasiums. The final form of the proposed sublease would be subject to future separate legislation to be approved by the Board of Supervisors.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Item 15 - File 162-93-1

- Department:** Chief Administrative Officer (CAO)
- Item:** Communication from the CAO to the Board of Supervisors regarding the 1993 Annual Joint Fundraising Drive participants.
- Description:** Section 16.93-1 of the San Francisco Administrative Code states that deductions from employee pay warrants for charitable organizations shall only be withheld based upon authorizations made by employees in the Annual Joint Fundraising Drive. Section 16.93-3 requires the CAO to review all applications from charitable organizations to participate in the Annual Joint Fundraising Drive and to recommend to the Board of Supervisors whether applicants qualify to participate in accordance with criteria set forth in Section 16.93-2.
- In this communication, the CAO states that his office has reviewed the seven charitable organizations that have applied to participate in the 1993 Annual Joint Fundraising Drive in accordance with the criteria delineated in Section 16.93-2. The CAO reports that all seven charitable organizations comply with the Section 16.93-2 criteria. The CAO's summary of findings regarding the seven applicant charitable organizations is attached.
- The seven charitable organizations that have applied to participate in the 1993 Annual Joint Fundraising Drive are as follows:
- International Service Agencies
  - Combined Health Appeal of California
  - The Progressive Way
  - Bay Area Black United Fund, Inc.
  - Earth Share of California
  - United Way of the Bay Area
  - Local Independent Charities
- Recommendation:** Prepare in and report out a resolution designating the seven qualifying charitable organizations to participate in the 1993 Annual Joint Fundraising Drive.

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## SUMMARY OF FINDINGS

### 1993 Review of Applications To Participate in Annual Fundraising Drive

#### SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File 162-93-1 and telephone conversations with representatives from applicant organizations. We were advised by Deputy City Attorney Ted Lakey that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All seven organizations that applied for participation in the 1993 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code.

#### CRITERIA

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement.

Criterion A: Be a federated agency representing 10 or more charitable organizations of which at least 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising, or otherwise doing business in those counties.

#### 1. International Services Agencies

ISA is a charitable federation representing 34 organizations. The regional office is located in Danville California. Upon telephone inquiry to ISA, we were informed that at least 50% of the organizations meet the location definition.

#### 2. Combined Health Appeal of California

CHA represents 30 national health agencies. CHA reported to us that at least 50% of the participating organizations have offices in the requisite counties.

3. The Progressive Way

Progressive Way represents 27 organizations. The applicant reports that 75% of the participating organizations have offices in the Bay Area.

4. Bay Area Black United Fund

Bay Area Black United Fund represents 54 organizations. The agency reports that (at least 50%) of the participating organizations have offices in the requisite counties.

5. Earth Share of California (Environmental Federation)

Earth Share of California represents 76 organizations. The organization reports that over 50% of these organizations meet the location criteria.

6. United Way of the Bay Area

United Way represents 337 organizations. United Way reports that all of the organizations meet the county criteria.

7. Local Independent Agencies

Local Independent Agencies represents over 180 agencies, over 50% of which meet the county location criteria.

Criterion B: Certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Based on consultation in years past with the City Attorney, we have concluded that all the applicants complied with this requirement.

All applicants either stated in letters to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-1, which constitutes "certification."

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

This criterion was met by all agencies in that they were in existence during the fundraising campaign of 1992, over one year ago.

Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

All agencies provided these documents at the time of application, as detailed below.

1. International Services Agencies provided financial statements for the years ended June 30, 1992 and 1991 and Supplemental Schedules as of June 30, 1992 and an independent auditors' report from Deloitte and Touche.
2. Combined Health Appeal of California provided a report on examination of financial statements prepared by Rooney, Ida, Nolt and Ahern dated August 6, 1992.
3. Progressive Way supplied an independent auditor's report from Angelino P. Cayan, CPA, dated July 24, 1992.
4. Black United Fund provided financial statements and an independent auditor's report by Gwendolyn D. Skillern, CPA, dated June 12, 1992.
5. Environmental Federation of California operating as Earth Share of California supplied financial statements and an independent auditor's report by Hood and Strong, CPAs, dated September 10, 1992.
6. United Way provided financial statements and an independent auditor's report by Hood and Strong, CPAs, dated September 9, 1991.
7. Local Independent Agencies provided an independent accountant's report by Burr, Pilger and Mayer dated July 28, 1992.

Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

As stated earlier in this report, the City Attorney advised that the applications may be considered complete though clarification may have been necessary to conduct this review.

Therefore, all applicants were in compliance with Criterion E.

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Item 16 - File 215-93-1

**Item:** Resolution declaring support for the application of the Friends of Islais Creek to the State of California for Urban Stream Restoration grant funds to be used for planning and implementing a demonstration restoration project in and near Islais Creek.

**Description:** The Friends of Islais Creek, an unincorporated local citizens group, has applied for a \$50,000 Urban Stream Restoration grant from the State Department of Water Resources, Urban Stream Restoration Program for the planning, design and construction of a stream bank naturalization project at the end of Arthur Street between its intersection with Quint Street and Islais Creek. The objective of the project is to create a pocket of wetlands and natural landscaping in the midst of a commercial-industrial area. This is the second such grant that the Friends of Islais Creek has applied for from the State Department of Water Resources. The first \$50,000 grant was for soils testing to determine the presence and levels of any toxic contaminants. The second grant (the subject of this resolution) is for the actual restoration of the site.

Currently the approximately 16,422 square feet of Port of San Francisco property is a vacant, weed-covered urban lot bordered by Islais Creek that itself, until recently has been polluted and thus inappropriate for any water contact activities. The Friends of Islais Creek would clear the weeds and debris, re-contour and plant the lot with 900 plants, trees and shrubs to convert the lot to open space for fishing, walking and bay watching.

In order to obtain the \$50,000 grant, the State Department of Water Resources requires the Friends of Islais Creek to obtain the sponsorship of a local governmental entity. By adopting Resolution 943-89, the Board of Supervisors sponsored the first grant application by the Friends of Islais Creek.

The proposed resolution would 1) declare support of the Friends of Islais Creek in applying for the State Department of Water Resources grant, 2) urge the Mayor to urge appropriate City departments to provide to the Friends of Islais Creek, feasible and appropriate assistance for accomplishment of the grant project and 3) designate the Director of the Port of San Francisco to sign any required contracts on behalf of the City.



Regarding the provision of assistance from City departments, Ms. Julia Viera of the Friends of Islais Creek indicates that City departments are only asked to facilitate their normal processes, such as permit processing. Ms Viera states that no incremental increase in City costs would be incurred. The Friends of Islais Creek expect to pay all City fees in full as required by the City.

Regarding designating the Port Director to sign any contracts on behalf of the City, Ms. Veronica Sanchez of the Port states that the Port has not seen any documents or contracts regarding the grant project. Ms. Julie Van Nostern of the City Attorney's Office, serving as legal counsel to the Port, states that the Board of Supervisors does not have authority to require the Port Commission (or the Port Director) to execute contract documents related to the Friends of Islais Creek grant without prior authorization of the Port Commission. According to Ms. Sanchez, although the Port supports the purpose of the Friends of Islais Creek grant project, the Port cannot support the proposed resolution unless the provision for designating the Director of the Port to sign any required contracts on behalf of the City is deleted from the proposed resolution.

**Comments:**

1. Based on advice from Ms. Julie Van Nostern of the City Attorney's Office, the proposed resolution should be amended by deleting the final resolved clause regarding designating the Director of the Port to sign any required contracts on behalf of the City.

2. The author of the proposed resolution concurs with the City Attorney's recommended deletion of the final resolved clause.

**Recommendation:** Amend the proposed resolution by deleting the final resolved clause regarding designating the Director of the Port to sign any required contracts on behalf of the City and approve the proposed resolution as amended.

Item 17 - File 38-93-4

**Department:** Recreation and Park Department

**Item:** Resolution accepting two gifts in place valued at \$289,200.14, for use by the Recreation and Park Department (\$281,700.14 from the Richard and Rhoda Goldman Fund, through Friends of Recreation and Parks, for the renovation of the Julius Kahn Clubhouse and \$7,500 from Friends of Recreation and Parks, for a handicap access ramp at the Julius Kahn Clubhouse).

**Amount:** \$289,200.14

**Description:** The proposed resolution would accept two gifts in place valued at \$289,200.14 including the demolition and rebuilding of the Julius Kahn Clubhouse located in the Presidio (valued at \$281,700.14) and construction of a new handicap access ramp at the clubhouse (valued at \$7,500). A gift in place means that the monies used for the demolition and rebuilding and construction at the Julius Kahn Clubhouse were not directly donated to the City. The Friends of Recreation and Parks, a non-profit organization, hired the construction contractors and coordinated all construction activities. The rebuilt clubhouse and handicap access ramp valued at a total of \$289,200.14 are being donated to the City by the Friends of Recreation and Parks.

Before the Julius Kahn Clubhouse was demolished and rebuilt, the old building was a 498.5 square foot recreational facility with two restrooms. Ms. Donna Ernstson of the Friends of the Recreation and Parks reports that of the \$289,200.14 total donation, \$281,700.14 was donated by the Richard and Rhoda Goldman Fund and was used to demolish the old 498.5 sq. ft. clubhouse and rebuild a new 1,040 sq. ft. clubhouse and to renovate the two existing restrooms. The remaining \$7,500, which was donated by Friends of Recreation and Parks, was used to build a handicap access ramp at Julius Kahn Clubhouse. The total of \$289,200.14 was expended as follows:

Red Horse Constructors	\$ 241,109.79
James Ream Architect	23,571.18
Walker Painting	4,988.02
Furniture and Appliances	2,542.29
Engineering	2,118.81
Permits	1,927.73
Utility Service	1,874.70
Plaques and Signs	1,533.99

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Dedication (See Comment 4)	\$1,481.13
Insurance	<u>552.50</u>
Total	\$281,700.14
Handicap access ramp	<u>7,500.00</u>
Total value of donations	\$289,200.14

**Comments:**

1. According to Ms. Deborah Learner of the Recreation and Park Department, the Julius Kahn Clubhouse previously did not generate any revenues for the City. The old building was built in 1926 and only included space for park restrooms and a small room for a playground director's desk and limited indoor activities. The new clubhouse now has more than double the floor area and includes space for a director's office, group indoor games such as table tennis, a reading area, tables for adult activities seating up to 36 persons, a kitchenette for parties, and fully accessible restrooms to serve both building and park visitors. The Julius Kahn Clubhouse is now available to be rented for various activities. Mr. Charlie Holmes of the Recreation and Park Department reports that a total of \$1,400 in rental revenue has been generated from indoor activities since the Julius Kahn Clubhouse was completed in July 1992.

2. According to Ms. Ernstson, the actual cost of the handicap access ramp construction at the Julius Kahn Clubhouse was \$10,575, or \$3,075 more than the amount of \$7,500 included in the proposed gift. Funding sources of the \$10,575 were as follows:

<u>Source</u>	<u>Amount</u>
Presidio Heights Association	\$2,000
Individual Donations	1,075
Friends of Recreation and Parks (Subject of this item)	<u>7,500</u>
Total expenditure	\$10,575

Because the actual total value of the handicap access ramp is \$10,575 and because the proposed resolution would accept the handicap access ramp in place, the proposed resolution should be amended to increase the total in place gift by \$3,075 (the cost of the ramp over and above the \$7,500 already recognized) from \$289,200.14 to \$292,275.14.

3. Ms. Learner states that additional Recreation and Park Department staff for maintenance activities are not required as a result of doubling the clubhouse space. Ms. Learner also states that the cost of utilities is minimal.

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4. According to Ms. Learner, Mr. and Mrs. Goldman's donation was given in honor of their late son, Richard Walter Goldman.

**Recommendation:** Amend the proposed resolution to recognize the full value of the handicap access ramp as detailed in Comment 2 above by increasing the total value of in place gifts by \$3,075 from \$289,200.14 to \$292,275.14 and approve the proposed resolution as amended.





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Item 18 - File - 89-93-4

**Department:** Office of the Mayor's Employee Relations Division

**Item:** Resolution authorizing enrollment of Classification AA38 Property Transfer Assistant in the State Disability Insurance Program.

**Description:** The proposed resolution would authorize enrollment of Classification AA38 Property Transfer Assistant in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City because the Controller's payroll/personnel system is already programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

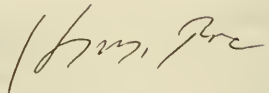
The following classification which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Classification</u>	<u>Number of Employees</u>
AA38 Property Transfer Assistant	3

**Comments:** The Employee Relations Division (ERD) reports receiving applications requesting SDI coverage signed by all three employees in the classification of AA38 Property Transfer Assistant.

Memo to Government Efficiency and Labor Committee  
April 21, 1993 Government Efficiency and Labor Committee Meeting

**Recommendation:** Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan  
Supervisor Kaufman  
Supervisor Bierman  
President Alioto  
Supervisor Achtenberg  
Supervisor Conroy  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Supervisor Shelley  
Clerk of the Board  
Chief Administrative Officer  
Controller  
Teresa Serata  
Barbara Kolesar  
Ted Lakey









